



**UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING
February 23, 2018 - 9:00 AM
A225**

AGENDA

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**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF UEC MINUTES**

7 - 10      **2.1. UEC draft minutes: January 26, 2018**

MOTION: To approve the draft minutes as presented.

**3. COURSES AND PROGRAMS**

11 -      **3.1. Business: Course outlines**  
49

Review with changes including prerequisites: BUS 406, 408, 418, 420, 422, 424, 427, 430

Review with changes: BUS 426

MOTION: To approve the BUS course outlines as presented.

50 -      **3.2. Business: Program changes**  
101

Changes to program and entrance requirements, and name change: Business Administration (Aviation) diploma (formerly Aviation diploma (two-year program))

Changes to program and entrance requirements: BBA (Aviation)

MOTION: To recommend the changes to the Business Administration (Aviation) diploma program and entrance requirements, including a name change from Aviation diploma (two-year program), effective September 2018.

MOTION: To recommend the changes to the Bachelor of Business Administration (Aviation) program and entrance requirements as presented, effective September 2018.

102 -      **3.3. Modern Languages: Course outlines**  
117

Changes including total hours: PUNJ 101

Changes including prerequisites: PUNJ 102, 211

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Changes including prerequisites: PUNJ 210

New course: PUNJ 209, Introduction to Punjabi Reading and Writing

MOTION: To approve the PUNJ course outlines as presented.

118 -  
124

**3.4. Social Work and Human Services: Course outlines**

Review with changes including title, prerequisites, pre/corequisites, and equivalent courses: HSER 192

MOTION: To approve the HSER 192 course outline as presented.

125 -  
132

**3.5. Visual Arts: Course outlines**

Review with changes including prerequisites: AH 315

New course: VA 395

MOTION: To approve the AH and VA course outlines as presented.

133 -  
137

**3.6. Education: Program changes**

Change to entrance requirements: Bachelor of Education

MOTION: To recommend the changes to the Bachelor of Education entrance requirements as presented, effective September 2018.

138 -  
151

**3.7. Arts: Course outlines**

New course: IDS 100, Interdisciplinary Studies I

New course: IDS 200, Interdisciplinary Studies II

New course: IDS 300, Interdisciplinary Studies III

MOTION: To approve the new IDS course outlines as presented.

152 -  
154

**3.8. Arts: Program changes**

Change to program requirements: Bachelor of Arts

MOTION: To approve the changes to the Bachelor of Arts as presented, effective September 2018.

155 -  
159

**3.9. Continuing Education: Program changes**

Changes to program and entrance requirements: Bookkeeping for Small Business certificate

MOTION: To recommend the changes to the Bookkeeping for Small Business certificate program and entrance requirements as presented, effective April 2018.

160 -  
186

**3.10. Continuing Education: Course outlines**

Changes including title and course code: BSB BK01 (formerly SDU BK01)

Changes including title and course code: BSB BK02 (formerly SDU BK02)

Changes including title and course code: BSB CA01 (formerly MCW35)

Changes including title and course code: BSB CA02 (formerly MCW36)

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Changes including title and course code: TECH EX01 (formerly MCW180)  
Changes including title and course code: BSB PA01 (formerly SDU PAC01)  
New course: BSB PRACT, Bookkeeping for Small Business Practicum

MOTION: To approve the BSB and TECH course outlines as presented.

187 -  
219

**3.11. Physics: Course outlines**

Changes including pre/corequisites: ENPH 310  
Changes including pre/corequisites and course code: ENPH 390 (formerly ENGR 390)  
Review with changes including prerequisites: PHYS 105  
Changes including credits, pre/corequisites, and total hours: PHYS 232  
Review with changes including title and total hours: PHYS 393  
Review with changes including corequisites: PHYS 484  
Discontinuation: PHYS 252, 323

MOTION: To approve the ENPH and PHYS course outlines as presented.

MOTION: To approve the discontinuation of PHYS 252 and 323 as presented.

220 -  
229

**3.12. Physics: Program changes**

Changes to entrance and program requirements: Engineering Physics diploma in Mechatronics

MOTION: To recommend the changes to the Engineering Physics diploma in Mechatronics entrance and program requirements as presented, effective September 2018.

230 -  
234

**3.13. Theatre: Course outlines**

New course: THEA 291, Acting in a Complex Role

MOTION: To approve the new THEA 291 course outline as presented.

235 -  
237

**3.14. Theatre: Program changes**

Change to program requirements: Theatre major

MOTION: To approve the change to the Theatre major as presented, effective September 2018.

238 -  
246

**3.15. Adult Education: Course outlines**

Changes including pre/corequisites: ADED 370, 470

MOTION: To approve the ADED course outlines as presented.

247 -  
254

**3.16. Adult Education: Program changes**

Change to residency: Teaching English as a Second Language certificate  
Change to program name: Workplace Education associate certificate

MOTION: To recommend the change to the TESL certificate residency

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requirements as presented, effective September 2018.

MOTION: To recommend that the Workplace Education certificate be changed to the Workplace Education associate certificate as presented, effective January 2019.

255 -  
309

**3.17. Criminal Justice: Course outlines**

Reactivation of discontinued course with changes including title: CRIM 135  
Review with changes including credits, prerequisites, and total hours: CRIM 320, 321

Review with changes including prerequisites: CRIM 265, 310, 330, 335, 339, 400, 402, 410, 411, 412, 416, 418, 419, 450, 480

Review with changes including title and prerequisites: CRIM 311, 401, 435

New course: CRIM 479, Professional Practice II

MOTION: To approve the CRIM course outlines as presented.

310 -  
349

**3.18. Criminal Justice: Program changes**

Changes to program requirements: Bachelor of Arts (Criminal Justice)

Changes to program requirements: Criminal Justice diploma

MOTION: To recommend the changes to the Bachelor of Arts (Criminal Justice) as presented, effective September 2018.

MOTION: To recommend the changes to the Criminal Justice diploma as presented, effective September 2018.

350 -  
356

**3.19. Communications: Program changes**

Change to program and residency requirements: Communications minor

MOTION: To recommend the changes to the Communications minor residency and program requirements as presented, effective September 2018.

357 -  
359

**3.20. Trades: Program changes**

Change in entrance requirements: Trades programs:

- Plumbing and Piping certificate
- Carpentry certificate
- Joinery certificate
- Welding certificates
- Professional Cook certificate
- Automotive Service Technician certificate
- Automotive Collision Repair and Refinishing certificate

MOTION: To recommend the changes to entrance requirements for the following programs as presented, effective September 2018:

- Plumbing and Piping certificate
- Carpentry certificate
- Joinery certificate



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- Welding certificates
- Professional Cook certificate
- Automotive Service Technician certificate
- Automotive Collision Repair and Refinishing certificate

360 - **3.21. Social, Cultural, and Media Studies: Course outlines**  
361 Discontinuation: ANTH 471

MOTION: To approve the discontinuation of ANTH 471 as presented.

362 - **3.22. Upgrading and University Preparation: Course outlines**  
383 Change to credits: BIO 093  
Change to credits: CHEM 083  
Change to credits: PHYS 083, 093  
Change to credits: MATH 094, 095

MOTION: To approve the BIO, CHEM, and PHYS course outlines as presented.

MOTION: To approve the MATH course outlines as presented.

384 - **3.23. Graphic and Digital Design: Course outlines**  
390 New course: GD 316, Print and Digital Production

MOTION: To approve the GD 316 course outline as presented.

391 - **3.24. Graphic and Digital Design: Program changes**  
413 Change to program requirements: Graphic and Digital Design diploma  
Change to program requirements: Graphic and Digital Design extended minor  
Change to program requirements: Graphic and Digital Design minor

MOTION: To recommend the changes to the Graphic and Digital Design diploma as presented, effective September 2018.

MOTION: To approve the changes to the Graphic and Digital Design extended minor as presented, effective September 2018.

MOTION: To recommend the changes to the Graphic and Digital Design minor as presented, effective September 2018.

**4. OTHER BUSINESS/DISCUSSION ITEMS**

- 4.1. Admissions Subcommittee report**
- 4.2. Transfer Credit Subcommittee report**
- 4.3. Policy Subcommittee report**
- 4.4. Senate report**

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## **5. INFORMATION ITEMS**

### **5.1. Minor course changes** (outlines will be available at [www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))

- AH 203
- AH 401/VA 401, AH 403/VA 403
- BUS 404, 405, 460
- CRIM 100, 103, 104, 105, 129, 201, 202, 203, 210, 212, 213, 214, 216, 230, 240, 251, 252, 281
- PHIL 220, 322, 352
- VA 251, 252

## **6. ADJOURNMENT**



## **UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING**

January 26, 2018  
10:00 AM - A225  
Abbotsford Campus

### **DRAFT MINUTES**

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**PRESENT:** Donna Alary, Adrianna Bakos, Sue Brigden, Rhonda Colwell, Peter Geller, Nancy Goad, David Johnston, Bruce Kirkley, David McGuire, Elaine Newman, Samantha Pattridge, Teresa Piper, Mary Saudelli, Eric Spalding, Ben Vanderlei, and Simon Xi  
**ABSENT:** Maria Bos-Chan, Heather Comeau, Vlad Dvoracek, John English, Shirley Hardman, Ceilidh Hart, Emilio Landolfi, Kirsten Robertson, and Arashpreet Tamber  
**GUESTS:** Ian Affleck, Margaret Coombs, Wayne Henry, Gabriel Murray, Marlene Murray, Stephen Piper, Greg Schlitt, Melissa Walter  
**RECORDER:** Amanda Grimson

#### **1. APPROVAL OF THE AGENDA**

#### **2. APPROVAL OF UEC MINUTES**

##### **2.1. UEC draft minutes: Dec. 15, 2017**

##### **MOTION:**

To approve the draft minutes as presented.

CARRIED

#### **3. COURSES AND PROGRAMS**

##### **3.1. Arts: Course outlines**

New course: IDS 100, Interdisciplinary Studies I

This item was postponed.

##### **3.2. Computer Information Systems: Course outlines**

Review with changes including prerequisites: COMP 256

Review with changes including credits, prerequisites, and course code: COMP 325 (formerly CIS 325)

New course: COMP 440, Project in Computing Science

Review with changes including prerequisites: CIS 496

It was noted that although the BCIS degree is housed in the Faculty of Science, the department is in the Faculty of Professional Studies. Course changes are approved by the Professional Studies Faculty Council, while program changes are approved by the Science Faculty Council and are sent to Professional Studies for information. Course changes that impact the program will also be go to Science.

COMP 325 learning outcomes #2 and #5 require revision. The department will review these and send the revisions to Screening for final approval.

UEC Draft Minutes  
26 Jan 2018

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**MOTION:**

To approve the CIS and COMP course outlines as amended, pending review of the COMP 325 learning outcomes by the UEC Screening Subcommittee:

- COMP 256: delete first sentence of calendar description
- COMP 325: learning outcomes to be revised

CARRIED

**3.3. Computing Science: Program changes**

Change to program requirements: Computing Science major

**MOTION:**

To approve the changes to the Computing Science major as presented, effective September 2018.

CARRIED

**3.4. English: Course outlines**

Discontinuation: ENGL 109, 115, 120, 130, 150, 204, 205, 206, 207, 216

Reinstatement of discontinued course with changes including title: ENGL 201, 202

**MOTION:**

To approve the discontinuation of ENGL 109, 115, 120, 130, 150, 204, 205, 206, 207, and 216 as presented, effective September 2018.

CARRIED

**MOTION:**

To approve the reinstatement of ENGL 201 and 202 as presented.

CARRIED

**3.5. English: Program changes**

Changes to program requirements: English major, English Literature

Changes to program requirements: English major, Creative Writing concentration

Changes to program requirements: English major, Drama concentration

Changes to program requirements: English major, Writing and Rhetoric conc.

Changes to program requirements: English Honours

Changes to program requirements: English extended minor

Changes to program requirements: English minor

**MOTION:**

To approve the changes to the English programs as amended, effective September 2018:

- "Three additional credits from ENGL 108 or higher" changed to "Three additional **100-level** credits..." wherever applicable
- "Six additional credits 200-level" changed to "Six additional 200-level credits" wherever applicable

CARRIED

**3.6. Global Development Studies: Course outlines**

New course: GDS 483, Directed Studies in Global Development

**MOTION:**

To approve the GDS 483 course outline as presented.

CARRIED

**3.7. Global Development Studies: New programs**

New programs: Global Development Studies minor and extended minor

**MOTION:**

To recommend the Global Development Studies minor and extended minor as amended:

- "up to" changed to "no more than" where relevant

CARRIED

**3.8. Mathematics and Statistics: Program changes**

Change to program requirements: Mathematics major, extended minor, minor (BA and BGS) and minor (BSc)

**MOTION:**

To approve the changes to the Mathematics major, extended minor, minor (BA and BGS), and minor (BSc) as presented, effective September 2018.

CARRIED

**3.9. Nursing: Course outlines**

Changes including prerequisites and total hours: NURS 406

Discontinuation: HSC 410

**MOTION:**

To approve the NURS 406 course outline as presented.

CARRIED

**MOTION:**

To approve discontinuation of HSC 410 as presented.

CARRIED

**3.10. Nursing: Program changes**

Change to program requirements: Bachelor of Science in Nursing

**MOTION:**

To approve the changes to the Bachelor of Science in Nursing as presented, effective September 2018.

CARRIED

**3.11. Philosophy: Course outlines**

Review with changes including prerequisites: PHIL 310, 318

New course: PHIL 375, Death, Desire, and Art in Continental Thought

**MOTION:**

To approve the PHIL course outlines as presented.

CARRIED

**3.12. Philosophy: Program changes**

Change to program requirements: Philosophy major

**MOTION:**

To approve the changes to the Philosophy major as presented, effective

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26 Jan 2018

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September 2018.  
CARRIED

- 3.13. Social Work and Human Services: Course outlines**  
Review with changes including prerequisites: SOWK 380

**MOTION:**

To approve the SOWK 380 course outline as presented.  
CARRIED

- 3.14. Social Work and Human Services: Program changes**  
Declaration requirements: BSW - Child Welfare specialization

**MOTION:**

To recommend the declaration requirements for the Bachelor of Social Work - Child Welfare specialization as amended, effective September 2018:

- Delete third bullet of proposed calendar copy, "Intentions made known to SWHS Field Education by confirming through emails from the Field Education Assistant"

CARRIED

**4. OTHER BUSINESS/DISCUSSION ITEMS**

**4.1. Admissions Subcommittee report**

This committee has not met, but there is work to do regarding the new B.C. high school curriculum.

**4.2. Transfer Credit Subcommittee report**

This subcommittee has reviewed two main items. The first was a request from Business asking for Aviation credit from Transport Canada; the subcommittee recommended that this be treated as PLAR rather than transfer credit. The second item was related to Red Seal and how credit from trades can be applied to UFV programs. More information on this is needed, and it will come back to the subcommittee.

**4.3. Policy Subcommittee report**

This subcommittee has not met, but will be meeting following UEC.

**4.4. Senate report**

All items from UEC were approved as presented.

**5. INFORMATION ITEMS**

**5.1. Vacant positions on UEC as of July 31, 2018**

**6. ADJOURNMENT**

The meeting was adjourned at 11:53 pm.

**Memo for Course Changes**

To: Chair of the Undergraduate Education Committee (UEC)

From: Masud Khawaja, Assistant Professor, UFV School of Business, and Dr. Frank Ulbrich, Director,  
School of Business

Date: October 31, 2017

**Subject: Proposal for revision of BUS 406: Compensation and Benefits**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☒ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: Typical Course Contents and Topics

2. Rationale for change: BUS-406 is due for a six year review.

The course description language has been made more persuasive for prospective students.  
Furthermore it now conforms to the 40 word limit.

The Course Content/Topics/Assessments has been made more objective.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): The changes are not substantive but are a more nuanced reflection of the learnings in the course.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? N/A

5. Which program areas have been consulted about the change(s)? HR

6. What consideration has been given to indigenizing the curriculum? Indigenization of the course will be reflected in the course syllabus and methods of teaching (not part of OCO)

7. If this course is not eligible for PLAR, explain why: N/A

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: N/A

- a. Credit value
- b. Class size limit

- c. Frequency of offering
- d. Resources required (labs, equipment)
- 9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A
- 10. Estimate of the typical costs for this course, including textbooks and other materials: \$170

**CWC comment and response:**

- The UEC Screening Subcommittee has some concerns over how the calendar descriptions for this and other submitted BUS courses have been written, with an introductory “marketing” statement followed by information on what the course actually covers. The initial statement does not seem like it will help students understand the content of the course. Most of these descriptions could be restructured/restated to incorporate the opening statement in a way that more clearly refers to the content of the course. For example:
  - o Original: “Strategic compensation design plays an important role in attracting qualified talent to an organization. It also greatly impacts organizational effectiveness and efficiencies. This course examines the components of a total compensation system, within the broader context of workplace reward structures.”
  - o Rewritten: “Examines the components of a total compensation system within the broader context of workplace reward structures. Views how strategic compensation design plays an important role in attracting qualified talent to an organization and impacts organizational effectiveness and efficiencies.”

*The School of Business uses the opening sentence(s) to point out the relevance of the course. The School understands that the OCO serves a dual purpose. First, to current students the OCO informs about the course content. Second, to prospective, future students the OCO also speaks to the relevance of business education and promotes programs and guides future students in their decision making. For the second audience, a “marketing” statement is useful and thus the school prefers to keep the structure of showing both relevance and content in the course description box.*





**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2007  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED: (six years after UEC approval)** February 2024  
**Course outline form version: 09/15/14**

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|---|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 406                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Compensation and Benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Strategic compensation design plays an important role in attracting qualified talent to an organization. It also greatly impacts organizational effectiveness and efficiencies. This course examines the components of a total compensation system, within the broader context of workplace reward structures.                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | BUS 201. Note: As of January 2019, prerequisites will change to: 60 university-level credits including BUS 201.                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                            |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: right;">39</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">6</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 39 | Seminars/tutorials/workshops | 6 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 39        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 6         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> October 31, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BUS 406**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- LO 1. Recognize the importance of integrating compensation systems within the framework of organizational strategy,
- LO 2. Describe the purpose and role of indirect pay,
- LO 3. Evaluate compensable factors and conduct Point method of job evaluation,
- LO 4. Formulate strategies and techniques to establish base pay,
- LO 5. Design and establish performance pay,
- LO 6. Analyze issues associated with benefits and pension management.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, case studies, and simulation.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)     | Title (article, book, journal, etc.)           | Current ed.                         | Publisher | Year |
|--------------------------------|------------------------------------------------|-------------------------------------|-----------|------|
| 1. Long, R., & Singh, P.       | Strategic Compensation in Canada               | <input checked="" type="checkbox"/> | Nelson    |      |
| 2. Long, R., & Ravichander, H. | Strategic Compensation in Canada: A Simulation | <input checked="" type="checkbox"/> | Nelson    |      |
| 3.                             |                                                | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

n/a

**Typical Evaluation Methods and Weighting**

|                      |     |              |     |                   |     |            |      |
|----------------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:          | 30% | Assignments: | -   | Midterm exam:     | 25% | Practicum: | -    |
| Quizzes/tests:       | 10% | Lab work:    | -   | Field experience: | -   | Shop work: | -    |
| Class participation: | 10% | Simulation:  | 25% | Other:            | -   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Module One: Formulating reward and compensation strategy

- Using strategic framework to create an effective compensation structure
- Applying behavioural framework to the compensation system
- Understanding the components of compensation strategy
- Test One (LO 1–2)

Module Two: Determining compensation values

- The job evaluation process
- The point method of job evaluation
- Pay for knowledge systems
- Evaluating the market

Midterm Exam (LO 1–3)

Module Three: Designing and implementing pay plans

- Designing the base pay structure with pay grades and ranges
- Test 2 (LO 4)
- Appraising employee performance and designing performance pay plans
- Designing indirect pay plans (benefits)
- Compensating special employee groups
- Managing employee benefits and pension

Class participation (LO 1–6)

Simulation assignment (LO 1–6)

Comprehensive Final Exam (LO 1–6)

**Memo for Course Changes**

To: Chair of the Undergraduate Education Committee (UEC)

From: Dr. Kirsten Robertson, Assistant Professor, UFV School of Business, and Dr. Frank Ulbrich,  
Director, School of Business

Date: October 31, 2017

**Subject: Proposal for revision of BUS 408: Teamwork in Organizations**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

The UFV School of Business reviews all course outlines on a four-year rotating basis to ensure relevance, rigour, and alignment with the Program Learning Outcomes in the BBA program.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

The learning outcomes have been revised to focus on core competences that students are expected to possess after completing the course. The learning outcomes section of the previous outline also included assessments, and these have been removed such that assessments are now only discussed in the typical evaluation methods and course content sections of the official course outline.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? No effect.

5. Which program areas have been consulted about the change(s)? N/A

6. What consideration has been given to indigenizing the curriculum? The small group and discussion based approach is consistent with indigenous ways of learning.

7. If this course is not eligible for PLAR, explain why: N/A

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value: N/A
  - b. Class size limit: N/A
  - c. Frequency of offering: N/A
  - d. Resources required (labs, equipment): N/A
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? No field trips are required for this course
10. Estimate of the typical costs for this course, including textbooks and other materials:  
\$150



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2005  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 408                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Teamwork in Organizations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>"Teams" and "teamwork" have become ubiquitous words in organizations. Yet, without an understanding of team processes, teamwork can and often does go wrong. By combining theoretical concepts in group development and performance with practical applications of teamwork, this course will equip students to better manage teams and to be better team members.                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | BUS 203. Note: As of January 2019, prerequisites will change to: 60 university-level credits including BUS 203.                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | BUS 304.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s): BUS 307B<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">25</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">20</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 25 | Seminars/tutorials/workshops | 20 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 25        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 20        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> October 31, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BUS 408**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- LO 1. Explain the process of team development,
- LO 2. Communicate effectively in teams,
- LO 3. Manage team conflict,
- LO 4. Exert influence in teams,
- LO 5. Evaluate team decision-making processes,
- LO 6. Stimulate creativity in teams,
- LO 7. Leverage team diversity,
- LO 8. Assess team performance.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, seminars, and group assignments.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------|-------------------------------------|-----------|------|
| 1. Levi, D.                | Group dynamics for teams             | <input checked="" type="checkbox"/> | Sage      |      |
| 2.                         |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

n/a

**Typical Evaluation Methods and Weighting**

|                      |     |               |     |                   |     |            |      |
|----------------------|-----|---------------|-----|-------------------|-----|------------|------|
| Final exam:          | -   | Assignments:  | 40% | Midterm exam:     | 20% | Practicum: | -    |
| Quizzes/tests:       | -   | Lab work:     | -   | Field experience: | -   | Shop work: | -    |
| Class participation: | 10% | Team project: | 30% | Other:            | -   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Module One: Teamwork processes

- Group socialization
- Increasing team motivation and cohesion
- Dividing work in teams
- Challenges of cooperation and competition
- Communication flow in teams

Assignments and participation (LO 1, 2)

Module Two: Power and influence in teams

- Types of conflict in teams
- Managing team conflict
- Bases of power in teams
- Empowering team members
- Approaches to leadership

Participation (LO 3, 4)

Midterm Exam (LO 1–4)

Module Three: Problem-solving in teams

- Advantages and disadvantages of group decision-making
- Decision-making techniques
- Functional and prescriptive approaches to problem-solving
- Team creativity techniques

Assignments and participation (LO 5, 6)

Module Four: Evaluating and rewarding teams

- Defining team success
- Team performance evaluations
- Effects of diversity in teams
- Reward systems
- Team training practices

Participation (LO 7, 8)

Team project (LO 1–8)

**Memo for Course Changes**

To: Chair of the Undergraduate Education Committee (UEC)

From: Masud Khawaja, Assistant Professor, UFV School of Business, and Dr. Frank Ulbrich, Director,  
School of Business

Date: October 31, 2017

**Subject: Proposal for revision of BUS 418: Workplace Health and Safety**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☒ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: Typical Course Contents and Topics

2. Rationale for change: BUS-418 is due for a six year review.

The course description language has been made more persuasive for prospective students.

The course is now being offered in both the Fall and Winter terms.

The Course Content/Topics/Assessments has been made more objective.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): The changes are not substantive but are a more nuanced reflection of the learnings in the course.
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? N/A
5. Which program areas have been consulted about the change(s)? N/A
6. What consideration has been given to indigenizing the curriculum? Indigenization of the course will be reflected in the course syllabus and methods of teaching (not part of OCO)
7. If this course is not eligible for PLAR, explain why:
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
- a. Credit value
  - b. Class size limit

- c. Frequency of offering
- d. Resources required (labs, equipment)
- 9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? No.
- 10. Estimate of the typical costs for this course, including textbooks and other materials: \$160





ORIGINAL COURSE IMPLEMENTATION DATE: September 2007  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|---|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|------------------------------------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 418                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Workplace Health and Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Human resources practitioners take a leadership role in the integration of safe practices into an organization's operations. This helps foster an organizational culture that promotes a healthy workforce. This course examines the best practices of stakeholders that support such a work environment.                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | BUS 201. Note: As of January 2019, prerequisites will change to: 60 university-level credits including BUS 201.                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: right;">39</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">6</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours: Student Directed Learning</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 39 | Seminars/tutorials/workshops | 6 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: Student Directed Learning |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 39        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours: Student Directed Learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> October 31, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BUS 418**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- LO 1. Describe the regulatory environment and ethical perspectives relevant to workplace health and safety,
- LO 2. Explain the role of workers' compensation boards with specific reference to British Columbia,
- LO 3. Analyze workplace hazards,
- LO 4. Plan training programs to promote a culture of safety and health,
- LO 5. Conduct an incident/accident investigation,
- LO 6. Design a disability management program, including return to work plans,
- LO 7. Promote work-life balance and wellness behaviour in workplaces.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, discussions, case studies, and experiential exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)                | Title (article, book, journal, etc.)       | Current ed.                         | Publisher | Year |
|-------------------------------------------|--------------------------------------------|-------------------------------------|-----------|------|
| 1. Kelloway, K., Francis L., & Gatién, B. | Management of Occupational Health & Safety | <input checked="" type="checkbox"/> | Nelson    |      |
| 2.                                        |                                            | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

n/a

**Typical Evaluation Methods and Weighting**

|                      |     |                    |     |                   |     |            |      |
|----------------------|-----|--------------------|-----|-------------------|-----|------------|------|
| Final exam:          | 35% | Assignments:       | 5%  | Midterm exam:     | 25% | Practicum: | -    |
| Quizzes/tests:       | -   | Lab work:          | -   | Field experience: | -   | Shop work: | -    |
| Class participation: | 10% | In-class activity: | 10% | Group project:    | 15% | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**
**Module One: Legislative framework**

- Historical development & economic considerations
- Health & safety/environmental legislations
- Ethical principles
- Workplace hazardous materials information systems
- Workers' compensation; rates, methods, and assessments
- In-class activity #1 (LO 1–2)

**Module Two: Hazards and agents**

- Physical, chemical, and biological agents
- Psychosocial hazards
- Hazard recognition, assessment, and control

**Midterm exam (LO 1–3)**
**Module 3 – Interventions**

- Health and safety training; needs analysis
- Motivating safety behaviour at work
- Emergency response and preparedness
- In-class activity #2 (LO 4)
- Accident investigation
- Managing disability
- Return to work plans
- In-class activity #3 (LO 5–6)
- Workplace wellness

**Group project (LO 1–7)**
**Class participation (LO 1–7)**
**Comprehensive Final exam (LO 1–7)**

**Memo for Course Changes**

To: Undergraduate Education Committee

From: Mike Ivanof Associate Professor, UFV School of Business, and  
Dr. Frank Ulbrich, Director, UFV School of Business

Date: September 24, 2017

**Subject: Proposal for revision of BUS 420: International Business**

1. Summary of changes:

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☒ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: Typical Course Content and Topics; in particularly linking course learning outcomes to assessment strategies.

2. Rationale for change:

The UFV School of Business is periodically reviewing all course outlines to ensure relevance, rigour, and alignment with the Program Learning Outcomes in the BBA program. As a result of this review the above-summarized changes are proposed for approval.

In addition, the UFV School of Business strives for making explicit in all its OCOs the link between Course Learning Outcomes (CLOs) and assessment strategies, which has resulted in changes in the proposed revision too.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

a. The BBA program has six distinct program learning outcomes:

- i. Use business knowledge and skills; they apply business discipline knowledge and skills to problems in an analytical, imaginative, and integrative manner (PLO1)
- ii. Think critically and embrace complexity; they seek out information from diverse perspectives, assess its quality and relevance, and reflexively use it to solve problems (PLO2)

- iii. Use numbers and technology; they effectively apply their mathematical, statistical data analysis, management science, and IT skills to make evidence-based decisions (PLO3)
  - iv. Demonstrate leadership and communication skills; they effectively work in teams, are able to lead them, and communicate professionally in all means of expression (PLO4)
  - v. Apply an ethical perspective and are good global citizens; they reflect on ethical issues in a business environment based on personal and corporate social responsibilities (PLO5)
  - vi. Reflect on international aspects; they recognize the global economy's interconnectedness and the need for business practices to reflect local business, community, and cultural differences (PLO6)
- b. The proposed changes make the course align with PLOs; PLO1, PLO2, PLO4, PLO5, PLO6 preparing the students to develop their discipline knowledge, soft skills, analytical abilities, etc.

This is accomplished through the specific content delivered throughout the course, which emphasises the use of analytical skills, but also equips the student with a broad spectrum of tools required to become more innovative and more adaptive in the 21<sup>st</sup> century economic environment

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? N/A
5. Which program areas have been consulted about the change(s)? N/A
6. What consideration has been given to indigenizing the curriculum?  
Where possible the curriculum highlights the importance of Aboriginal issues in in-class assignments, questions, and cases.
7. If this course is not eligible for PLAR, explain why:  
There has been no change in the PLAR section. It remains as "No". Justification has been added to comply with the OCO template.  
This course is not eligible for PLAR because course content is uniquely positioned to develop a new set of skills and competencies in the student. Such skills, particularly as they relate to the International Business environment, are relatively difficult to develop simply through an accumulation of experience outside the scope of this particular course.
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: N/A
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

Field trips are not part of this course.

10. Estimate of the typical costs for this course, including textbooks and other materials:

- a. Textbooks and teaching cases are approx. \$150
- b. Students will also need access to Microsoft Office. This package is available in all computer labs on campus. Students who wish to obtain their own license can do so. A four-year subscription of MS Office 365 University is currently \$90 and can be used in other courses as well.



ORIGINAL COURSE IMPLEMENTATION DATE: April 1993  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 420                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> International Business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>In today's globalized economy, all businesses need to understand the international business environment. This course focuses on business in this environment, with in-depth studies of cultural, social, and economic factors that influence decision making for global impact. Topics include export and import trade, investment transfers, international production, marketing and global monetary systems.                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | ECON 100 and ECON 101. Note: As of January 2019, prerequisites will change to: 60 university-level credits including ECON 100 and ECON 101.                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                             |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> September 24, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BUS 420**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 3**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- LO 1. Define the nature of international business and the three environments (domestic, foreign, and international) in which an international business person works,
- LO 2. Examine the nature of international organizations and their impact on business,
- LO 3. Explain the uncontrollable forces that make up foreign environments and their effects on business practices,
- LO 4. Illustrate the trends and new directions of global organizations,
- LO 5. Outline the strategy required to successfully position businesses and products in global markets,
- LO 6. Explain challenges and opportunities associated with global manufacturing and integrated supply-chain management,
- LO 7. Analyze issues and trends related to human resources and human capital pools from the perspective of multi-national corporations.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Presentations, video materials, handouts, and other supplements to the textbook.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                | Current ed.                         | Publisher     | Year |
|----------------------------|-----------------------------------------------------|-------------------------------------|---------------|------|
| 1. Daniels, J. D.          | International Business: Environments and Operations | <input checked="" type="checkbox"/> | Prentice-Hall |      |
| 2.                         |                                                     | <input type="checkbox"/>            |               |      |
| 3.                         |                                                     | <input type="checkbox"/>            |               |      |
| 4.                         |                                                     | <input type="checkbox"/>            |               |      |
| 5.                         |                                                     | <input type="checkbox"/>            |               |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Microsoft Office suite.

**Typical Evaluation Methods and Weighting**

|                      |     |              |     |                   |     |            |      |
|----------------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:          | 30% | Assignments: | 20% | Midterm exam:     | 30% | Practicum: | -    |
| Quizzes/tests:       | 10% | Lab work:    | -   | Field experience: | -   | Shop work: | -    |
| Class participation: | 10% | Other:       | -   | Other:            | -   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Module One:

- Globalization and international business
- Cultural environments facing global businesses
- Economic environments facing global businesses
- Political and legal environments facing global businesses
- Globalization and society
- Quiz (LO 1, 2)

Module Two:

- International trade and factor mobility theory
- Governmental influence of international trade
- Cross-national cooperation and agreements
- Global foreign exchange markets
- The determination of exchange rates
- Quiz (LO 3, 4)

Midterm exam (LO 1–4)

Module Three:

- The strategy of international business
- Country evaluation and selection
- Export and import
- Direct investment and collaborative strategies
- The organization of international business
- Quiz (LO 5, 6)

**Module Four:**

- Managing international operations
- Global manufacturing and supply chain management
- International accounting issues
- The multi-national finance function
- Human resources management for international organizations
- Quiz (LO 7)

Final exam (LO 1–7)

Class participation (LO 1–7)



**Memo for Course Changes**

To: Undergraduate Education Committee

From: Mark Breedveld, Assistant Professor, UFV School of Business, and  
Dr. Frank Ulbrich, Director, UFV School of Business

Date: October 31, 2017

**Subject: Proposal for revision of BUS 422: Sales Management****1. Summary of changes:**

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☒ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: Typical Course Content and Topics; in particularly linking course learning outcomes to assessment strategies.

**2. Rationale for change:**

The UFV School of Business is periodically reviewing all course outlines to ensure relevance, rigour, and alignment with the Program Learning Outcomes in the BBA program. As a result of this review the above-summarized changes are proposed for approval.

In addition, the UFV School of Business strives for making explicit in all its OCOs the link between Course Learning Outcomes (CLOs) and assessment strategies, which has resulted in changes in the proposed revision too.

**3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):****a. The BBA program has six distinct program learning outcomes:**

- i. Use business knowledge and skills; they apply business discipline knowledge and skills to problems in an analytical, imaginative, and integrative manner (PLO1)
- ii. Think critically and embrace complexity; they seek out information from diverse perspectives, assess its quality and relevance, and reflexively use it to solve problems (PLO2)
- iii. Use numbers and technology; they effectively apply their mathematical, statistical data analysis, management science, and IT skills to make evidence-based decisions (PLO3)

- iv. Demonstrate leadership and communication skills; they effectively work in teams, are able to lead them, and communicate professionally in all means of expression (PLO4)
    - v. Apply an ethical perspective and are good global citizens; they reflect on ethical issues in a business environment based on personal and corporate social responsibilities (PLO5)
    - vi. Reflect on international aspects; they recognize the global economy's interconnectedness and the need for business practices to reflect local business, community, and cultural differences (PLO6)
  - b. The proposed changes make the course align better with PLOs 1 to 5. PLO's emphasized in Bus 422 include PLO 1, 2 and 4. During class, students demonstrate their analytical skills by presenting their solutions to case studies involving sales management issues. They also conduct an interview of a sales manager on a specific course topic, e.g., sales forecasting or ethical responsibilities, and present their findings to the class. In some years, students will participate in a sales careers event where they may assist employers, conduct a survey, and report on their findings and reflections.
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? N/A
5. Which program areas have been consulted about the change(s)? Marketing Area Faculty (5)
6. What consideration has been given to indigenizing the curriculum?
- Where possible the curriculum highlights the importance of Aboriginal issues in in-class assignments, questions, and cases.
7. If this course is not eligible for PLAR, explain why:
- N/A. This course is eligible for PLAR.
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
- a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
- N/A. Field trips are not part of this course.
10. Estimate of the typical costs for this course, including textbooks and other materials:
- a. Textbooks and teaching cases are approximately \$150
  - b. Some years students will be required to attend a sales careers networking event taking place on campus. Approximate cost is \$10 to \$15.



ORIGINAL COURSE IMPLEMENTATION DATE: September 1995  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|---|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 422                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Course Full Title:</b> Sales Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Calendar Description:</b><br>For many businesses the sales force is the chief generator of revenue as well as one of the biggest costs. Effective management practices are needed. In this course students will learn how to develop and implement a strategic sales program and to review and evaluate sales performance.                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | BUS 221. Note: As of January 2019, prerequisites will change to: 60 university-level credits including BUS 221.                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>BUS 222, BUS 461</b><br>Cross-listed with:<br>Equivalent course(s): <b>BUS 222, BUS 461</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                    |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture hours</td> <td style="text-align: right;">36</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td style="text-align: right;">9</td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>45</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 36 | Seminars/tutorials/workshops | 9 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i><br><b>Maximum enrolment (for information only):</b> 25<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 36        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 9         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> October 31, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

**BUS 422**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- LO 1. Propose solutions to business challenges and opportunities faced by sales managers,
- LO 2. Utilize quantitative methods for determining sales force size, forecasting sales revenues, and evaluating sales performance,
- LO 3. Describe the ethical and legal responsibilities of sales managers,
- LO 4. Explain the importance of a strategic sales program to an organization's success,
- LO 5. Conduct primary research related to a sales management topic,
- LO 6. Demonstrate competence in case analysis, written communications, oral presentations, and working as a member of a team.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, projects, problem-solving discussions, and case analysis.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------|-------------------------------------|-----------|------|
| 1. MacKenzie, H.F.         | Sales Management in Canada           | <input checked="" type="checkbox"/> | Pearson   |      |
| 2.                         |                                      | <input type="checkbox"/>            |           |      |
| 3.                         |                                      | <input type="checkbox"/>            |           |      |
| 4.                         |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

n/a

**Typical Evaluation Methods and Weighting**

|                      |     |                 |     |                   |   |            |      |
|----------------------|-----|-----------------|-----|-------------------|---|------------|------|
| Final exam:          | 25% | Assignments:    | 40% | Midterm exam:     | - | Practicum: | -    |
| Quizzes/tests:       | -   | Lab work:       | -   | Field experience: | - | Shop work: | -    |
| Class participation: | 15% | Research paper: | 20% | Other:            | - | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Module One: Sales management and strategy

- Introduction to sales management
- Planning strategy for marketing and sales
- Assignment (LO 2)
- Class participation (LO 1, 6)

Module Two: Developing the strategic sales program

- Organizing the selling function
- Estimating potential, and forecasting sales
- Developing and growing account relationships
- Enhancing customer interactions
- Assignments (LO 1, 2, 5, 6)
- Class participation (LO 1, 6)

Module Three: Implementing the strategic sales program

- Recruiting and selecting sales people
- Training sales people
- Compensating sales people
- Motivating and leading sales people
- Ethical and legal responsibilities
- Assignments (LO 1, 2, 6)
- Class participation (LO 1, 6)

Module Four: Evaluating the strategic sales program

- Reviewing and evaluating sales performance
- Class participation (LO 1, 6)
- Research paper (LO 5, 6)

Final exam (LO 1–4)

**Memo for Course Changes**

To: Undergraduate Education Committee (UEC)

From: David Dobson, UFV School of Business, and Dr. Frank Ulbrich, Director, UFV School of Business

Date: October 31, 2017

**Subject: Proposal for revision of BUS 424: Customer Intelligence**

Summary of changes:

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: Typical Course Content and Topics; in particularly linking course learning outcomes to assessment strategies.

1. Rationale for change:

The UFV School of Business is periodically reviewing all course outlines to ensure relevance, rigour, and alignment with the Program Learning Outcomes in the BBA program. As a result of this review the above-summarized changes are proposed for approval.

2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? No
4. Which program areas have been consulted about the change(s)? N/A
5. What consideration has been given to indigenizing the curriculum? No change, N/A
6. If this course is not eligible for PLAR, explain why: No change
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value: No change
  - b. Class size limit: No change
  - c. Frequency of offering: No change
  - d. Resources required (labs, equipment): No change.

8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A. Field trips are not part of this course.
9. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Textbooks and teaching cases are approx. \$150
  - b. Students need access to SAS Enterprise Miner and IBM SPSS Statistics software. These software are available in computer labs on campus.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2012  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------|----|------------------|----|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 424                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Customer Intelligence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>To be competitive, marketing executives need to make their decisions based on data. This course gives marketing students the skills necessary to analyze marketing problems using data analytics, to make evidence-based management decisions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | BUS 320. Note: As of January 2019, prerequisites will change to: 60 university-level credits including BUS 320.                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>BUS 470, BUS 390I</b><br>Cross-listed with:<br>Equivalent course(s): <b>BUS 470, BUS 390I</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                            |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: center;">5</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: center;">20</td></tr> <tr><td>Laboratory hours</td><td style="text-align: center;">20</td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5 | Seminars/tutorials/workshops | 20 | Laboratory hours | 20 | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 20        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 20        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 25<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                            |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> October 31, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BUS 424**

**University of the Fraser Valley Official Undergraduate Course Outline**

**Page 2 of 2**

## Learning Outcomes

Upon successful completion of this course, students will be able to:

- LO1. Demonstrate how customer analytics can enhance business decision-making by converting customer data to meaningful insights,
- LO2. Combine marketing and analytical knowledge to drive decisions and actions,
- LO3. Identifying which analytical method to use for a given business problem, and what data is required to address the problem,
- LO4. Use a wide variety of analytics techniques such as pattern discovery and predictive modelling in data mining,
- LO5. Evaluate model performances using graphical and numerical methods,
- LO6. Apply industry standard analytical tools for data modeling and data mining in a customer analytics project.

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes      ☐ No, PLAR cannot be awarded for this course because:

## Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)

Lectures, seminars, and labs.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)

| Author (surname, initials)               | Title (article, book, journal, etc.)                      | Current ed.                         | Publisher      | Year |
|------------------------------------------|-----------------------------------------------------------|-------------------------------------|----------------|------|
| 1. Tan, P-N., Kumar, V., & Steinbach, M. | Introduction to Data Mining                               | <input checked="" type="checkbox"/> | Addison-Wesley |      |
| 2. SAS Institute Inc.                    | Applied Analytics Using SAS Enterprise Miner Course Notes | <input checked="" type="checkbox"/> | SAS Books      |      |

## Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)

Microsoft Office.

## Typical Evaluation Methods and Weighting

|                 |     |               |     |                   |     |            |      |
|-----------------|-----|---------------|-----|-------------------|-----|------------|------|
| Final exam:     | -   | Assignments:  | 25% | Midterm exam:     | -   | Practicum: | -    |
| Quizzes/tests:  | 25% | Lab work:     | -   | Field experience: | -   | Shop Work: | -    |
| In-class cases: | 10% | Term project: | 30% | Presentation:     | 10% | Total:     | 100% |

## Details (if necessary):

### Typical Course Content and Topics

Module One:

- Introduction to predictive modeling
- Accessing, preparing, and exploring data
- Class participation (LO 1–3)
- Quiz #1 (LO 1–3)
- Assignment #1 (LO 3)
- Mini-presentation #1 (LO 3)

Module Two:

- Decision trees
- Regression models
- Neural networks
- Class participation (LO 3, 4)
- Quiz #2–4 (LO 4)
- Assignment #2–4 (LO 4)
- Mini-presentation #2–4 (LO 4)

Module Three:

- Pattern discovery (market-basket, sequence, and cluster analysis)
- Dimensionality reduction
- Class participation (LO 4)

Module Four:

- Model assessment and implementation
- Class participation (LO 5)
- Quiz #5 (LO 5)
- Assignment #5 (LO 5)
- Mini-presentation #5 (LO 5)

Data mining term project (LO 1–6)

Term project report and presentation (LO 1–6)

Class participation (LO 1–6)



**Memo for Course Changes**

To: Undergraduate Education Committee

From: Cindy Stewart, UFV School of Business, and Dr. Frank Ulbrich, Director, UFV School of Business

Date: September 25, 2017

**Subject: Proposal for revision of BUS 426: Integrated Marketing Communications**

Summary of changes:

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify: Typical Course Content and Topics; in particularly linking course learning outcomes to assessment strategies.

1. Rationale for change:

The UFV School of Business is periodically reviewing all course outlines to ensure relevance, rigour, and alignment with the Program Learning Outcomes in the BBA program. As a result of this review the above-summarized changes are proposed for approval.

2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

4. Which program areas have been consulted about the change(s)?

5. What consideration has been given to indigenizing the curriculum?

Where possible the curriculum highlights the importance of Aboriginal issues in in-class assignments, questions, and cases.

6. If this course is not eligible for PLAR, explain why:

N/A. This course is eligible for PLAR.

7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value

- b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
- 8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

N/A. Field trips are not part of this course.
- 9. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Textbooks and teaching cases are approx. \$200.
  - b. Students need access to Microsoft Office and Adobe Creative Suite. These software are available in computer labs on campus. Students who wish to obtain their own license can do so. A four-year subscription of MS Office 365 University is currently \$90 and can be used in other courses as well. Cost to students for a one year subscription to Abode Suite is \$20 US per month.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2008  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|----|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 426                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Integrated Marketing Communication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Integrated Marketing Cmns                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Students develop an integrated marketing communication program for a real-world client using promotion mix elements, including print ads, sales promotions, public relations, direct marketing, social media, banner ads, Google ad words, search engine optimization, and corporate websites.                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | (BUS 223 or BUS 323), BUS 327, and (BUS 329 or CMNS 375).                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>BUS 463</b><br>Cross-listed with:<br>Equivalent course(s): <b>BUS 463</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                             |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">15</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">20</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td style="text-align: right;">10</td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15 | Seminars/tutorials/workshops | 20 | Laboratory hours |  | Field experience hours | 10 | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> October 31, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BUS 426**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course students will be able to:

- LO 1. Develop marketing communication strategies to achieve client based marketing objectives,
- LO 2. Formulate target market profiles, product positioning strategies, and product message strategies,
- LO 3. Design marketing campaign concept strategies to finished product format for a variety of media,
- LO 4. Develop a media plan including a budget and implementation schedule.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, projects, problem-solving, discussions, field trips, and case analysis.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)            | Title (article, book, journal, etc.)                                         | Current ed.                         | Publisher   | Year |
|---------------------------------------|------------------------------------------------------------------------------|-------------------------------------|-------------|------|
| 1. Belch, G., Belch, M., & Guolla, M. | Advertising and Promotion, an Integrated Marketing Communication Perspective | <input checked="" type="checkbox"/> | McGraw-Hill |      |
| 2.                                    |                                                                              | <input type="checkbox"/>            |             |      |
| 3.                                    |                                                                              | <input type="checkbox"/>            |             |      |
| 4.                                    |                                                                              | <input type="checkbox"/>            |             |      |
| 5.                                    |                                                                              | <input type="checkbox"/>            |             |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Adobe Creative Suite including Illustrator, Photoshop, and InDesign.

**Typical Evaluation Methods and Weighting**

|                     |     |                   |     |                   |   |            |      |
|---------------------|-----|-------------------|-----|-------------------|---|------------|------|
| Final exam:         | -   | Case assignments: | 60% | Midterm exam:     | - | Practicum: | -    |
| Quizzes/tests:      | -   | Lab work:         | -   | Field experience: | - | Shop work: | -    |
| Class participation | 10% | Term project:     | 30% | Other:            | - | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Module One: Marketing due diligence

- Marketing communication models and message strategy
- Integration of marketing strategy across mediums and tactics
- Case assignment (LO 1, 2)

Module Two: Creative design

- Creativity process and execution
- Creative and message selection process
- Message and creative design for all parts of the promotion mix
- Case assignment (LO 3)

Module Three: Media planning

- Promotion mix evaluation, selection, and effectiveness
- Creativity and message design in the virtual environment
- Budgeting and implementation schedules
- Media plan preparation
- Case assignment (LO 4)
- Participation cases (LO 1–4)

Term project (LO 1–4)

**Memo for Course Changes**

To: Undergraduate Education Committee

From: Cindy Stewart, UFV School of Business, and Dr. Frank Ulbrich, Director, UFV School of Business

Date: September 25, 2017

**Subject: Proposal for revision of BUS 427: PR and Event Management**

Summary of changes:

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: Typical Course Content and Topics; in particularly linking course learning outcomes to assessment strategies.

1. Rationale for change:

The UFV School of Business is periodically reviewing all course outlines to ensure relevance, rigour, and alignment with the Program Learning Outcomes in the BBA program. As a result of this review the above-summarized changes are proposed for approval.

2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

4. Which program areas have been consulted about the change(s)?

5. What consideration has been given to indigenizing the curriculum?

Where possible the curriculum highlights the importance of Aboriginal issues in in-class assignments, questions, and cases.

6. If this course is not eligible for PLAR, explain why:

N/A. This course is eligible for PLAR.

7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value

- b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
- N/A. Field trips are not part of this course.
9. Estimate of the typical costs for this course, including textbooks and other materials:
- a. Textbooks and teaching cases are approx. \$200.
  - b. Students need access to Microsoft Office and Adobe Creative Suite. These software are available in computer labs on campus. Students who wish to obtain their own license can do so. A four-year subscription of MS Office 365 University is currently \$90 and can be used in other courses as well. Cost to students for a one year subscription to Abode Suite is \$20 US per month.

**CWC comment and response:**

- Prerequisites: why are 60 credits necessary, when BUS 323 already requires 45 credits?
- The course is offered as a fourth year course and requires work at a higher cognitive level, which justifies the 60 credit prerequisite.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2013  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|----|--------------------------------------------|--|----------------------------|--|-----------------------------------|----|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 427                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Public Relations and Event Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Students apply the marketing promotion mix elements to implement client-driven corporate events for both customer and community stakeholders. The planning of client driven events will include all materials sourcing, budgeting, promoting, and staffing requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | (BUS 223 or BUS 323) and BUS 327. Note: As of January 2019, prerequisites will change to: 60 university-level credits including BUS 323 and BUS 327.                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>BUS 492E</b><br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">10</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">10</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td style="text-align: right;">10</td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours: Case Studies</td><td style="text-align: right;">15</td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10 | Seminars/tutorials/workshops | 10 | Laboratory hours |  | Field experience hours | 10 | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: Case Studies | 15 | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours: Case Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> October 31, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                                   |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BUS 427**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- LO 1. Define various terms specific to the special event industry,
- LO 2. Differentiate between approaches to non-profit events and corporate events,
- LO 3. Explain the principal components of planning and executing special events,
- LO 4. Prepare a marketing plan including a budget for a potential special event,
- LO 5. Develop a proposal for a special event designed to persuade a prospective client,
- LO 6. Identify and source event human resources requirements,
- LO 7. Develop and execute marketing activities to promote the event,
- LO 8. Prepare a post mortem event report.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, workshops, field studies, and case studies.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------|-------------------------------------|-----------|------|
| 1. Van Der Wagen, L.       | Event Management                     | <input checked="" type="checkbox"/> | Pearson   |      |
| 2.                         |                                      | <input type="checkbox"/>            |           |      |
| 3.                         |                                      | <input type="checkbox"/>            |           |      |
| 4.                         |                                      | <input type="checkbox"/>            |           |      |
| 5.                         |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Microsoft Office and Adobe Creative Suite.

**Typical Evaluation Methods and Weighting**

|                      |     |               |     |                   |     |            |      |
|----------------------|-----|---------------|-----|-------------------|-----|------------|------|
| Final exam:          | -   | Assignments:  | -   | Midterm exam:     | -   | Practicum: | -    |
| Quizzes/tests:       | -   | Lab work:     | -   | Field experience: | -   | Shop work: | -    |
| Class participation: | 10% | Case studies: | 60% | Term project:     | 30% | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Module One:

- Defining public relations and corporate event sponsorship
- Creating an event concept with visual design
- Case study presentation to client (LO 1–3)

Module Two:

- Developing an event plan and its staging
- Creating an implementation plan including: operations, logistics, and staffing
- Case study presentation to client (LO 4–5)

Module Three:

- Creating a financial budget and performance metrics
- Developing a safety and crowd management plan
- Case study submission for instructor assessment (LO 4, 8)

Module Four:

- Developing an integrated marketing communications plan including a budget
- Developing print media including posters, handouts, and social media visuals
- Preparing post event report (LO 6, 7)

Class participation (LO 1–8)

Term project presentation to client (LO 1–8)



**Memo for Course Changes**

To: Undergraduate Education Committee

From: Mike Ivanof, Associate Professor, UFV School of Business, and  
Dr. Frank Ulbrich, Director, UFV School of Business

Date: October 31, 2017

**Subject: Proposal for revision of BUS 430: Management of Innovation**

1. Summary of changes:

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: Typical Course Content and Topics; in particularly linking course learning outcomes to assessment strategies.

2. Rationale for change:

The UFV School of Business is periodically reviewing all course outlines to ensure relevance, rigour, and alignment with the Program Learning Outcomes in the BBA program. As a result of this review the above-summarized changes are proposed for approval.

Prerequisites are changed to include 75 university-level credits because the course is integrative, almost like a capstone course. Therefore, students without the proper foundation would not be able to extract the proper value from the courses.

In addition, the UFV School of Business strives for making explicit in all its OCOs the link between Course Learning Outcomes (CLOs) and assessment strategies, which has resulted in changes in the proposed revision too.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

a. The BBA program has six distinct program learning outcomes:

- i. Use business knowledge and skills; they apply business discipline knowledge and skills to problems in an analytical, imaginative, and integrative manner (PLO1)

- ii. Think critically and embrace complexity; they seek out information from diverse perspectives, assess its quality and relevance, and reflexively use it to solve problems (PLO2)
  - iii. Use numbers and technology; they effectively apply their mathematical, statistical data analysis, management science, and IT skills to make evidence-based decisions (PLO3)
  - iv. Demonstrate leadership and communication skills; they effectively work in teams, are able to lead them, and communicate professionally in all means of expression (PLO4)
  - v. Apply an ethical perspective and are good global citizens; they reflect on ethical issues in a business environment based on personal and corporate social responsibilities (PLO5)
  - vi. Reflect on international aspects; they recognize the global economy's interconnectedness and the need for business practices to reflect local business, community, and cultural differences (PLO6)
- b. The proposed changes make the course align with PLOs; PLO1, PLO2, PLO4, PLO5, preparing the students to develop their discipline knowledge, soft skills, analytical abilities, etc.

This is accomplished through the specific content delivered throughout the course, which emphasises the use of analytical skills, but also equips the student with a broad spectrum of tools required to become more innovative and more adaptive in the 21<sup>st</sup> century economic environment

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? N/A
5. Which program areas have been consulted about the change(s)? N/A
6. What consideration has been given to indigenizing the curriculum?  
Where possible the curriculum highlights the importance of Aboriginal issues in in-class assignments, questions, and cases.
7. If this course is not eligible for PLAR, explain why:  
N/A
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: N/A
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?  
Field trips are not part of this course.

10. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Textbooks and teaching cases are approx. \$200
  - b. Students will also need access to Microsoft Office. This package is available in all computer labs on campus. Students who wish to obtain their own license can do so. A four-year subscription of MS Office 365 University is currently \$90 and can be used in other courses as well.



**ORIGINAL COURSE IMPLEMENTATION DATE:** June 1993  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BUS 430                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Management of Innovation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Succeeding in today's economy requires businesses to be more innovative. This course will explore the principles for the management of innovation process, across several industries. Key foci will be on issues of leadership, strategy, resource allocation, performance metrics measurement, and incentive rewards and how they are impacted by organizational structure and culture.                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | BUS 261. Note: As of January 2019, prerequisites will change to: 75 university-level credits including BUS 261.                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 15, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- LO 1. Outline concepts and management processes that are critical to the successful application of management of innovation practices across industries,
- LO 2. Integrate innovation theory and practices into the business matrix,
- LO 3. Demonstrate that the undertaken innovation strategy is congruent with the business strategy,
- LO 4. Evaluate the valuation capture and creativity in an organizational setting,
- LO 5. Define innovation networks inside and outside the organization,
- LO 6. Analyze the metrics and rewards that are important in managing innovation and in reinforcing the correct organizational behavior,
- LO 7. Illustrate decision-making and problem-solving techniques when analyzing the implementation of innovation models and practices in a regional and global context.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Guest lecturers, presentations, lectures, problem-solving, discussions, and case analyses.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)          | Current ed.                         | Publisher        | Year |
|----------------------------|-----------------------------------------------|-------------------------------------|------------------|------|
| 1. Trott, P.               | Innovation Management and Product Development | <input checked="" type="checkbox"/> | Prentice-Hall    |      |
| 2. Bessant, J. & Tidd, J.  | Innovation and Entrepreneurship               | <input checked="" type="checkbox"/> | Wiley Publishing |      |
| 3.                         |                                               | <input type="checkbox"/>            |                  |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Microsoft Office suite.

**Typical Evaluation Methods and Weighting**

|                      |     |                |     |                   |     |            |      |
|----------------------|-----|----------------|-----|-------------------|-----|------------|------|
| Final exam:          | -   | Assignments:   | 20% | Midterm exam:     | 25% | Practicum: | -    |
| Quizzes/tests:       | 10% | Lab work:      | -   | Field experience: | -   | Shop work: | -    |
| Class participation: | 15% | Final project: | 30% | Other:            | -   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**
**Module One:**

- Innovation theory and its application in different sectors
- Global innovation networks
- Economics and market adoption
- Managing innovation within firms
- Innovation and operations management
- Test #1: Critical Analysis (LO 1, 2)

**Module Two:**

- Managing intellectual property
- Managing organizational knowledge
- Strategic alliances and networks
- Management of research and development
- Managing R&D projects
- Open innovation and technology transfer
- Product and brand strategy
- Test #2: Critical Analysis (LO 2–4)
- Test #3: Critical Analysis (LO 3–5)
- Midterm exam (LO 1–5, 7)

**Module Three:**

- New product development
- Packaging and product design
- New service innovation
- Market research and its influence on new product development
- Final Project (LO 2, 5–7)

**Memo for Program Changes**

To: Undergraduate Education Committee

From: Dr. Frank Ulbrich, Director, School of Business

Date: October 16, 2017;  
revised February 15, 2018

**Subject: Program change Business Administration (Aviation) diploma (two-year program)**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☒ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☒ Change in requirements for admission
- ☒ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify: Alignment with changed contractual agreement with Coastal Pacific Aviation

2. Rationale for change(s):

The University has entered a new agreement with Coastal Pacific Aviation. This agreement requires changes to the calendar copy of the aviation programs to reflect the relationship between the University and Coastal Pacific Aviation. As a result of this, and to align the calendar description with the new UEC template, the following changes are proposed:

- A) The program title has been amended to reflect the close link between the Business Administration and the Business Administration (Aviation) diplomas.
- B) A short description of the Aviation diploma program has been added. To this description it has been added that,

**“Five courses (maximum 15 credits) from the Business Administration diploma program are replaced with aviation training upon presentation of the following Transport Canada approved aviation credentials; Private Pilot's license, Instrument Rating, Commercial Pilot's Licence, and Multi-Engine Rating or Instructor Rating.”**

This is a reflection of UFV not offering AV courses, nor has UFV quality control over AV courses taken at other flight training providers. There is precedence for this practice at Canadian post-secondary institutions. The closest related program is offered by MacEwan University, from which the aviation credential statement has been copied,

<http://www.macewan.ca/wcm/SchoolsFaculties/Business/Programs/BusinessManagement/AviationMajor/index.htm#1>

Including this portion puts all quality control of flight-related courses onto Transport Canada. It takes away from UFV the responsibility to update AV OCOs, sign new articulation agreements, and exercise quality control of external flight-training providers. All this is provided through Transport Canada regulations.

This practice was also discussed at and supported by the Transfer Credit subcommittee on Monday, January 15, 2018. The presented rationale for the request and the subcommittee's response are included for reference.

- C) Entrance requirements have been updated. The English 12 requirement has been replaced by "Prerequisites for ENGL 105" as it better describes the requirements and does not need calendar changes if the English department should change requirements for ENGL 105 in the future. Furthermore, an Option 2 has been added to clarify the entrance requirements for applicants who have completed at least nine post-secondary credits at a recognized post-secondary institution. Most noticeable, all aviation related admission requirements (private pilot's license, current Transport Canada Category 1 medical certification, and interview) have been deleted as they pertain to AV courses only which no longer are part of the official calendar copy.
- D) The Physics 11 prerequisite has been altered to meeting the prerequisites for PHYS 101 to align with UEC recommendations to not directly point to a high-school course if that prerequisite can be expressed differently. Here it makes sense to move to use prerequisites for PHYS 101 as PHYS 101 is mandatory in the BBA (Aviation) program and any changes to the physics course would not trigger a calendar change for the aviation program. This requirement also allows students to easier ladder into the BBA (Aviation) program as it is a prerequisite in that program too.  
  
Most noticeable, all aviation related admission requirements (private pilot's license, current Transport Canada Category 1 medical certification, and interview) have been deleted as they pertain to AV courses only which no longer are part of the official calendar copy.
- E) Admission dates have been clarified. Instead of stating, "Applications are accepted on a continuous basis throughout the year. Qualified applicants are considered for the next intake in which there is space" it has been clarified that intakes are in fall and winter. A summer intake is not proposed as some of the first semester courses might not be offered in the summer and, hence, UFV would not be able to guarantee the scheduling of these courses.
- F) The How to Apply section has been updated to remove all reference to Coastal Pacific Aviation. Students only apply to UFV and the wording follows standard practice.
- G) The Location section has been updated to remove references to Abbotsford International Airport.
- H) Course repeats regulations for AV courses have been deleted as they are outside the control of UFV.

- I) Residency requirements have been updated to remove reference to Coastal Pacific Aviation.
- J) The Fees section has been updated to remove reference to Coastal Pacific Aviation specific information, which no longer is relevant to the program.
- K) In the program outline all AV courses have been removed. It is suggested to closer align the 2-year Aviation diploma with the 2-year Business Administration diploma (cf. also item A).

Again, this follows practice at other institutions and is closely following the idea of MacEwan University's program. This change also allows a better transition from the Aviation Diploma program to the BBA Aviation degree program.

As a consequence, the total number of credits is reduced from 67–69 to 61 credits. Courses removed are: CIS 100, PHYS 101/ASTR 103, CMNS 251, and 5 electives. Course added are BUS 120, BUS 143, BUS 144, BUS 201, BUS 247, BUS 249, BUS 261, ECON 100, ECON 101, and STAT 106.

This change better aligns the Aviation Diploma with the Business Administration diploma, as well as it supports better transition into the BBA or BBA Aviation degree programs.

- L) Other editorial changes have been made to align the calendar program description with the current UEC template.
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:  
N/A. PLOs for the Aviation Diploma have not substantially changed.
  4. What consideration has been given to indigenizing the curriculum?  
Where possible the curriculum highlights the importance of Aboriginal issues in in-class assignments, questions, and cases.
  5. Will additional resources be required? If so, how will these costs be covered?  
N/A. Currently, there are a total of 22 students in the 2-year program, i.e. on average 11 students/year. Those students can be absorbed in the regular course offerings. Normally, students already take many of the proposed mandatory courses as electives. Hence, there is not much movement in the system and no additional resources are required.
  6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

This change does not impact current students in the program. For current students UFV has signed articulation agreement(s) with external flight-training providers, allowing them to fulfill their AV course requirements. In moving forward these agreements will become redundant as current students exit their programs.

New students to the program will follow the new calendar description.



As the change in the calendar does not require students to take flight training at a single provider (as it was in the past) it is possible that there might be an increased interest in the program. This is desirable as only 22 students are currently enrolled in the 2-year Aviation program. Somewhat increased enrolment would justify offering the program in the long run.

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

Yes, please see 2. (J) above for details.

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

As most changes will channel students from previously elective courses into core courses the total resource use is not changing significantly.

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

The following course from other disciplines are being removed from the program: CIS 100, PHYS 101/ASTR 103, CMNS 251.

- A CIS course is replaced with a BUS course. Hence, there is no net budget implication for the Faculty of Professional Studies.
- A PHYS/ASTR course is replaced with a STAT 106 course. Hence, there is no net budget implication for the Faculty of Science.
- A CMNS course will be replaced with an ECON 100 course. Hence, there is no net budget implication for the College of Arts.

The following course from other disciplines have been added to the program: ECON 100, ECON 101, and STAT 106. Following the above, there is only one additional course (ECON 101) to be covered by the College of Arts. Given that there are approx. 11 students in the program per year and the course is offered multiple times with some seats still open in Fall 2017 (as an example), it is envisioned that there are no major implications for the College of Arts.

The Faculty of Sciences has responded, confirming that there are no substantial budgetary implications for the Faculty of Science (see attached memo).

The College of Arts has responded. (see attached memo).

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

The proposed changes can be accommodated within the faculty budget of the Faculty of Professional Studies.



## Memo

**To:** Transfer Credit Subcommittee of UEC  
**From:** Dr. Frank Ulbrich, Director, UFV School of Business  
**CC:** Dr. Tracy Ryder Glass, Dean, Faculty of Professional Studies  
Rod Hayward, Assistant Professor, School of Business  
Karen Power, Assistant to the Dean, Faculty of Professional Studies  
Kelly Gardner, Assistant to the Director, UFV School of Business  
**Date:** January 8, 2017  
**Re:** Requests for transfer credit based on Policy 107

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The School of Business has initiated changes to the BBA (Aviation) degree program and to the Aviation Diploma program. These changes include, amongst others, the removal of specific AV courses from the programs, replacing AV requirements with four Transport Canada credentials as follows:

- Private Pilot's license – 3 credits,
- Instrument Rating – 3 credits,
- Commercial Pilot's Licence – 6 credits, and
- Multi-Engine Rating or Instructor Rating – 3 credits.

The main reasons for proceeding in this direction are that AV courses at UFV have not been updated since 2007 and that the School of Business does not have sufficient subject expertise nor resources to maintain currency in these course. In addition, all AV courses have been offered by one external partner. Therefore, UFV does not have quality control over these courses for the above mentioned reasons.

To ensure that students receive proper credit for their learning, the School of Business proposes to use industry standards and external validation of aviation credentials, using Transport Canada as a guarantor for external quality assurance. Although the external government certifying body is not an educational institution, it oversees the outcomes of aviation training in Canada. As such, Transport Canada can be viewed as ensuring that industry-standard learning outcomes are met, independent of where a student is taking their AV training to prepare for the tests. For a detailed mapping of how Transport Canada credentials can be applied, see below.

It should also be noted, that the proposed change mirrors common practices at MacEwan University (see <https://www.macewan.ca/wcm/SchoolsFaculties/Business/Programs/BusinessManagement/AviationMajor/index.htm#2>). Hence, precedence exists with regard to granting university credits for Transport Canada credentials.

In moving forward the *School of Business requests that the Undergraduate Education Committee approves Transport Canada for recognition, and that the four credentials be approved with the corresponding credit values.*

**Background:**

The University of the Fraser Valley and its predecessors have granted a BBA in Aviation management degree for over 20 years. Traditionally the University issued credits based upon successful completion of AV courses. These AV courses which are tied to the successful completion of licences such as the Private pilots, Commercial Pilots and ratings such as the Instrument, Multi Engine and Instructor. As such it has been proposed that UFV accept licences and ratings issued directly by Transport Canada as indicators of qualification for the issuance of academic credit. The following is an evaluation of the Transport Canada licence and rating qualifications in comparison to the standards for which UFV issues academic credentials.

An assessment of the following credentials will be found below:

- Private Pilot's license – 3 credits,
- Instrument Rating – 3 credits,
- Commercial Pilot's Licence – 6 credits, and
- Multi-Engine Rating or Instructor Rating – 3 credits.

**Transport Canada's role in licencing:**

Transport Canada (TC) is responsible for the regulation and oversight of all Maritime, Aviation and Rail activities in Canada. This oversight includes the responsibility for issuance of all licences and ratings that involve the operation of Canadian registered vessels and aircraft. As the issuing authority of all Canadian aviation licences and ratings TC has developed a comprehensive set of standards of experience, knowledge and skills which must be demonstrated prior to the issuance of the licence or rating.

All aviation activities within Canada are regulated through the Canadian Aviation Regulations.

Training regulations in particular are contained in **Part IV Personnel Licencing and Training** of the regulations. The regulations pertaining to all aviation licencing are included in subparts 0 though 8 of the regulations.

The application of the actual regulations is detailed and included in aviation Standards, of which Standard 421 speaks to the specific requirements for the issuance of licences and ratings.

***Standard 421 - Flight Crew Permits, Licences and Ratings***

The Personnel Licensing and Training Standards Respecting Flight Crew Permits, Licences and Ratings outline the basic specifications that apply to the issuance of flight crew permits, licences and ratings and to the holders of flight crew permits, licences and ratings in compliance with Subpart 401 in the Canadian Aviation Regulations.

Note: Transport Canada works with other civil aviation authorities around the world to ensure that aviation training and licencing are standardized in an increasingly global aviation industry.

**The following is an assessment of each credential indicating the standards that are required by Transport Canada.**

Note: Transport Canada generally designates experience through the number of flight hours and or flight hours participating in specific flight regimes. It is generally accepted that for each flight hour the student must spend time in preparation at the beginning and at the conclusion of the flight. The ratio of instruction time to flight hour is generally 2:1. In the case of a private pilot's licence the flight hour requirement is 45 hours but the actual instructional time would be 90 hours.

**Private Pilot's license – 3 credits**

Transport Canada requirements

**Knowledge:**

An applicant shall have:

- (a) completed a minimum of **40 hours** private pilot aeroplane ground school instruction on the following subjects:
  - (i) *Canadian Aviation Regulations*, (ii) Aerodynamics and Theory of Flight, (iii) Meteorology, (iv) Airframes, Engines and Systems, (v) Flight Instruments, (vi) Radio and Electronic Theory, (vii) Navigation, (viii) Flight Operations, (ix) Licensing Requirements, and (x) Human Factors, including pilot decision-making; and
- (b) obtained a minimum of **60%** in each of the following four mandatory subject areas as well as in the overall written examination Private Pilot Licence - Aeroplane (PPAER):
  - (i) Air Law - regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the licence; (ii) Navigation - navigation, radio aids and electronic theory; (iii) Meteorology; (iv) Aeronautics - General Knowledge - airframes, engines and systems, theory of flight, flight instruments and flight operations. (3-hour exam)

**Experience: 45 hours** flight time (90 instructional hours)

**Skill assessment:** A flight test conducted in accordance with Transport Canada standards (3 hours)

**Total instructional hours: 136**

**Analysis:**

Using 135 hours of instruction as the basis for the issuance of 3 credits it can be demonstrated that a candidate who has successfully earned their Private pilot's licence has engaged in well over the minimum standard required to earn 3 credits.

**Commercial Pilot's Licence – 6 credits**

Transport Canada requirements

**Knowledge:**

An applicant shall have:

- (a) completed a minimum of **80 hours** private pilot aeroplane ground school instruction on the following subjects:
  - (i) *Canadian Aviation Regulations*, (ii) Aerodynamics and Theory of Flight, (iii) Meteorology, (iv) Airframes, Engines and Systems, (v) Flight Instruments, (vi) Radio and Electronic Theory, (vii) Navigation, (viii) Flight Operations, (ix) Licensing Requirements, and (x) Human Factors, including pilot decision-making; and
- (b) obtained a minimum of **60%** in each of the following four mandatory subject areas as well as in the overall written examination Private Pilot Licence - Aeroplane (PPAER):
  - (i) Air Law - regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the licence; (ii) Navigation - navigation, radio aids and electronic theory; (iii) Meteorology; (iv) Aeronautics - General Knowledge - airframes, engines and systems, theory of flight, flight instruments and flight operations. **(3-hour exam)**

**Experience: 200 hours** flight time (400 instructional hours)

**Skill assessment:** A flight test conducted in accordance with Transport Canada standards (3 hours)

**Total instructional hours: 486**

**Analysis:**

Using 135 hours of instruction as the basis for the issuance of 3 credits it can be demonstrated that a candidate who has successfully earned their Commercial pilot's licence has engaged in well over the minimum standard required to earn 6 credits.

**Instrument Rating and Multi engine rating – 3 credits**

Transport Canada requirements

**Knowledge:**

An applicant shall have obtained a minimum of 70% on the written examination Instrument Rating (INRAT) which shall include the following subjects: (i) *Canadian Aviation Regulations*; (ii) Instrument Flight Rules and Procedures; (iii) Meteorology; (iv) Instruments; (v) Radio and Radar systems; and (vi) Navigation. **(3-hour exam)**

Note: Although the Instrument rating and Multi engine rating do not specify a minimum number of ground school hours it is normally the case that students would take a ground school course of approximately equal duration as a private pilot ground school.

**Experience:**

An applicant shall have completed a minimum of:

- (i) 50 hours of cross-country flight as pilot-in-command in aeroplanes or helicopters of which 10 hours must be in the appropriate category; and
- (ii) 40 hours of instrument time of which a maximum of 20 hours may be instrument ground time. The 40 hours instrument time shall include a minimum of:
  - (A) 5 hours of dual instrument flight time acquired from the holder of a flight instructor rating,
  - (B) 5 hours in aeroplanes where the applicant is applying for a Group 1, 2 or 3 instrument rating or in helicopters where the applicant is applying for a Group 4 instrument rating,
  - (C) Fifteen (15) hours of dual instrument flight time provided by a qualified person as specified in [section 425.21\(9\)](#); and (amended 1998/03/23; previous version)
  - (D) one dual cross-country flight under simulated or actual IMC conditions of a minimum of 100 nautical miles, the flight to be conducted in accordance with an IFR flight plan to include at, two different locations, an instrument approach to minima.

**Skill assessment:** A flight test conducted in accordance with Transport Canada standards (3 hours)

**Total instructional hours: 180**

**Analysis:**

Using 135 hours of instruction as the basis for the issuance of 3 credits it can be demonstrated that a candidate who has successfully earned their Instrument and multi engine rating has engaged in well over the minimum standard required to earn 3 credits.

**Instructor Rating – 3 credits**

Transport Canada requirements

**Prerequisite:** Before commencing flight training for the Class 4 Instructor Rating - Aeroplane, an applicant shall hold a Commercial or Airline Transport Pilot Licence

**Knowledge:**

- (a) An applicant shall have completed a minimum of 25 hours of Instructor Rating ground school instruction which shall include:
  - (i) practical application of the basic principles of learning and techniques of instruction;
  - (ii) preparation and use of lesson plans;
  - (iii) procedures for planning and presenting preparatory ground instruction, pre-flight briefings, in-flight instruction, and post-flight debriefings;
  - (iv) theory of flight required to teach the air exercises;
  - (v) aircraft flight manuals and aircraft operating limits;
  - (vi) presentation of pilot decision-making concepts; and
  - (vii) the use of the Transport Canada Flight Instructor Guide, Flight Training Manual, *Canadian Aviation Regulations*, Part IV and the appropriate Flight Test schedules and guides.  
(amended 2012/02/19; previous version)
- (b) An applicant shall obtain a minimum of 70% in the written examination Flight Instructor Rating - Aeroplane Class 4 (AIRAF) (3-hour exam)

**Experience**

An applicant shall complete in aeroplanes a minimum of 30 hours of dual flight instruction on overall pilot proficiency and the presentation of all exercises set forth in the Flight Instructor Guide and shall include a minimum of 5 hours of training in the teaching of instrument flight skills. A maximum 5 of the 30 hours may be conducted on an approved aeroplane simulator or flight training device.

**Skill assessment:**

A flight test conducted in accordance with Transport Canada standards (3 hours)

**Total instructional hours:** in excess of 200

**Analysis:**

Using 135 hours of instruction as the basis for the issuance of 3 credits it can be demonstrated that a candidate who has successfully earned their Instructors rating has engaged in well over the minimum standard required to earn 3 credits.

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Thursday, February 15, 2018 at 3:07:10 PM Pacific Standard Time

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**Subject:** Aviation Credit

**Date:** Tuesday, January 16, 2018 at 8:47:06 AM Pacific Standard Time

**From:** David Johnston

**To:** Frank Ulbrich

**CC:** Rod Hayward, Lisa Boldt

Frank,

The Transfer Credit subcommittee met yesterday (Monday January 15) and reviewed the request to recognize transfer credit based on student's presentation of Transport Canada certifications. Rod Hayward was present and provided valuable additional information to us. The Committee's discussion was informed by the Transfer Credit Policy (#107). You will have noted that the Policy statement says that "Students who have completed Courses and programs from other institutions or agencies that are equivalent to UFV courses or levels of study will be granted transfer credit." And "Learning achieved through life and work experience will be considered for recognition through prior learning assessment". The Policy does allow for credit from "agencies", but indicates the credit should be for work completed at the agency. It was the Committee's understanding that Transport Canada does no training, but provides examinations and certifications.

The Committee was supportive of students receiving credit for their aviation certifications, but felt that credit recognition for these kinds of qualifications were more consistent with prior learning assessment and recognition (PLAR). Your proposal indicated that the UFV proposal mirrored the practice at MacEwan University in Edmonton. However, the UFV Office of the Registrar has been in contact with the Registrars' Office at MacEwan University and they have confirmed that the Transport Canada credit recognition assessment there is done through their PLAR process and not transfer.

Based on my reading of the PLAR Policy (#94) your proposal fits with the policy statement and regulations. It does not appear that additional approval is required through a University Committee other than UEC when the BBA – Aviation changes come through.

I will note that the Committee also indicated that if at all possible students should not be required to pay the full fees that PLAR would normally attract as the assessment on our part will be relatively minimal. I am fully supportive of this, and can work with you on a way to establish a procedure for the students that will not require them to pay additional fees and not create significant additional work in the School of Business.

If you have any questions at all about this, please let me know and we can talk on the phone or meet in person.

David

Page 1 of 1





**Office of Dean, Tracy Ryder Glass**  
**Faculty of Professional Studies**  
**Phone: 604-851-6341**  
**Email: [tracy.ryderglass@ufv.ca](mailto:tracy.ryderglass@ufv.ca)**

## **Memo**

**To: Senate Budget Committee**

**From: Tracy Ryder Glass, Dean – Faculty of Professional Studies**

**Re: Proposed changes to Business Administration (Aviation) diploma and Bachelor of Business Administration (Aviation)**

**Date: October 24, 2017**

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The Business Administration (Aviation) diploma and the Bachelor of Business Administration (Aviation) has entered into diploma/degree completion agreements with Aviation flight training partners that better reflect the relationship to one combining academics with industry requirements. The proposed calendar copy changes better reflect this relationship together with Transport Canada requirements for fixed and rotary wing pilot training falling to the Aviation flight training partners.

Budgetary implications of the proposed changes have been considered and are addressed in the School of Business, and the Faculty of Professional Studies budgets.

A handwritten signature in black ink, appearing to be "T. Ryder Glass".

**From:** [Frank Ulbrich](#)  
**To:** [Marla Fralick](#)  
**Subject:** FW: Memo Required for Program Changes  
**Date:** October-19-17 6:11:17 PM

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**From:** Jacqueline Nolte  
**Sent:** October 19, 2017 2:40 PM  
**To:** Frank Ulbrich  
**Cc:** Michael Maschek; Nicole Klassen  
**Subject:** RE: Memo Required for Program Changes

Dear Frank

Arts notes that two ECON courses continue to be required – 100 and 101 – but that ECON/BUS 226 and ECON 307 are added now as required courses.

Since Business owns 226 this is not an issue but ECON 307 is seen as a core upper-level course for ECON and BUS already; any additions to other programs will put further strain on classes as we are already struggling to meet student demand. This can be addressed. ECON will need to add this course offering to its plans so that we can forecast enrolments accordingly. To this end, I have copied Michael Maschek to ensure that this is worked into enrolment plans and future timetabling.

Regards,  
Jacqueline



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**MEMORANDUM**

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**TO:** Chair, UEC

**FROM:** Greg Schlitt, Dean of Science

**DATE:** 12/10/17

**RE:** Proposed changes to the Aviation degree and diploma and implication for Faculty of Science

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I have reviewed the proposed changes and find they do not have any substantial budgetary implications for the Faculty of Science.

DRAFT

~~Aviation~~AVIATION

~~coastalpacific.com~~

~~ufv.ca/business~~

## **Business Administration (Aviation) diploma** **(two-year program)**

~~The two-year Aviation diploma program prepares graduates for a career within the aviation industry by developing core business skills including accounting, communications, human resources, marketing, and management and combining them with advanced training in aviation. Five courses (maximum 15 credits) from the Business Administration diploma program are replaced with aviation training upon presentation of the following Transport Canada approved aviation credentials; Private Pilot's license, Instrument Rating, Commercial Pilot's Licence, and Multi-Engine Rating or Instructor Rating. "The two-year Aviation diploma program combines skills that prepares graduates for a career within the aviation industry. Five courses (15 credits) from the Business Administration diploma are replaced with aviation training, allowing the development of core business skills including accounting, communications, human resources, marketing, and management.~~

~~Students enrolled in the program must present the following Transport Canada approved aviation credentials in order to graduate and will receive a total of 15 credits towards the diploma:~~

~~Private Pilot's license—3 credits,~~

~~Instrument Rating—3 credits,~~

~~Commercial Pilot's Licence—6 credits, and~~

~~Multi-Engine Rating or Instructor Rating—3 credits.~~

### **Entrance requirements**

#### Option 1: High school (for students with high school graduation only)

1. B.C. secondary school graduation, or equivalent. ~~Students who have completed a high school equivalency program will also be considered but may have to complete the specific entrance requirements below.~~

~~1. Prerequisites for CMNS 125.~~

~~2. Prerequisites for MATH 140, (Math 12 is recommended.)~~

2. Prerequisites for **MATH 140**
3. Prerequisites for **ENGL 105**
4. Prerequisties for PHYS 101C+ or better in Physics 11 and English(Physics 12 (see Note is recommended)

Option 2): University entrance (for applicants who have completed at least nine post-secondary credits at a recognized post-secondary institution)

1. Attempted at least 9 transferable credits at a recognized post-secondary institution with a minimum CGPA of 2.00 on all university level courses attempted
  2. Prerequisites for **MATH 140**
  3. Prerequisites for **ENGL 105**
  4. Prerequisties for PHYS 101C+ or better in Physics 11 (Physics 12 is recommended.)
- ~~Note 1: Students with minor academic deficiencies may still be considered but may be required to complete preparatory~~Minimum cumulative GPA of 2.0 on all courses in addition applicable to the Aviation program. diploma

1. ~~Note 2: English 12 equivalent courses include English 12 First Peoples, English Literature 12, AP English, and IB English A (standard level or higher level).~~

~~Students must have completed the private pilot flight test within six months prior to entering the program, or have completed the private pilot flight test within one year with a minimum of 10 hours flying time within the six months preceding the first day of classes. Students who do not meet these requirements must complete a flight evaluation with Coastal Pacific~~Students who do not meet the Business Administration (Aviation) diploma admission requirements might consider Qualifying Studies and/or meeting with a UFV academic advisor.

3. ~~Aviation or designate. Students must also have completed the private pilot written examination within the 12 months preceding the first day of classes or be required to achieve a minimum of 60% on an entrance exam equivalent to the private pilot written exam.~~
4. ~~Current Transport Canada Category 1 medical certification.~~
5. ~~Applicants must also satisfy an entrance evaluation which includes an interview(s), a qualifying exam, and an assessment of references.~~

**When to apply**

Applications are accepted on a continuous basis throughout the year. Qualified applicants are considered for the next intake in which there is space. See [Continuous application process](#) for more information.

Applications are accepted for entrance to the fall and winter semesters. For application deadlines, see the [Specific intake application process section](#).

## **How to apply-**

The two year program starts in September. As seats in the program are limited, students should apply as early as possible. Applications should be completed prior to March 30 for enrolment in September. Late applications will be considered if space permits.

1. Apply online at [ufv.ca/admissions/admissions/apply](http://ufv.ca/admissions/admissions/apply). International students pay higher application fees and should contact [UFV International](#).

## **Additional documents required for a complete application:-**

Proof of B.C. secondary school completion or equivalent, and transcript (or interim transcript) showing grade achievement as per entrance requirements.

1. Transcripts showing grade achievement for any post-secondary study.
2. A medical certificate showing a Transport Canada Category 1 Medical.
3. Apply to Coastal Pacific Aviation at [coastalpacific.com](http://coastalpacific.com). A separate \$150 application fee will be required.
4. Qualified applicants will be interviewed by Coastal Pacific during February or March for September enrolment.
5. After evaluations have been made, interviewed candidates will receive a letter stating the results. Candidates being offered a seat will receive a confirming letter, outlining registration details, starting dates, aviation supplies required, and an enrolment agreement. Prior to acceptance the candidate may be required to provide proof of financial ability to pay for educational expenses.
6. Any requests for transfer of academic course equivalencies should be made to the Office of the Registrar.

1. [Apply online at www.ufv.ca/ar/admissions/apply.](http://www.ufv.ca/ar/admissions/apply)
2. [You will be advised of an admission decision and, if accepted, will be provided with registration information. A deposit is required when you register \(see the Fees and Other Costs section\). This money will be applied toward your tuition fees. Final payment of all course fees is due the end of the second week of classes.](#)

## **Basis for admission decision**

Applicants who meet the entrance requirements will be admitted in order of their application date. This date is set when an application, all required documentation, and the application fee have been submitted.

## **~~Location and scheduling~~**

~~Academic courses may be held on all UFV campuses, including Abbotsford, Mission, and Chilliwack. Aviation classroom instruction, flight training and simulator training will be conducted at Coastal Pacific Aviation, Abbotsford Airport. Please note that there is no public transportation available to the airport and between some campuses. Students are expected to be available for flight training seven days a week.~~

~~Instruction at Coastal Pacific and UFV begins in September. UFV courses will normally be completed by mid-April and flight instruction and flight time may continue through May. Coastal Pacific's summer program for students who need to complete their private pilot license is offered during the months of July and August and must be completed prior to program commencement.~~

~~Note: The aviation portion of the two-year Aviation diploma program must be completed within four years. All other graduation requirements must be completed within seven years.~~

~~For any aviation program, all of the aviation courses shown for a semester must be taken concurrently.~~

## **~~Residency~~ requirement**

~~Students enrolled in UFV/CPA aviation programs are required to complete all subsequent flight and simulator training in residence at UFV/CPA. Flight training at other schools while enrolled at UFV/CPA is not permitted.~~

## **~~Undergraduate continuance~~**

~~Students enrolled in undergraduate courses (courses numbered 100 or above) must maintain an undergraduate Cumulative Grade Point Average (CGPA) of at least 2.00 to remain enrolled in Good Academic Standing at UFV. Students in Good Academic Standing will have no registration limits placed on them. Failure to meet the minimum CGPA requirement will result in restrictions on registration and may eventually lead to academic suspension from undergraduate studies at UFV. Students on Academic Warning or Academic Probation are limited to registering in 10 credits. For further details, see the [Academic standing and undergraduate continuance section](#) of the academic calendar. Academic standing is governed by UFV's [Undergraduate Continuance policy \(92\)](#).~~

## **~~Course repeats~~**

~~A course may be repeated in order to improve the cumulative GPA. However, you may not register for the same aviation course more than twice.~~

## **~~Graduation~~**

~~To qualify for an aviation diploma, students must obtain a minimum GPA of 2.0 (a C grade) in each semester as well as cumulatively.~~

## **Fees and other additional costs**

Fee estimates are in effect for 2016/17 and are subject to change for the next calendar year. Approximate total fees for the two-year diploma program are \$68,000. Contact the aviation coordinator at Coastal Pacific to obtain a current fee summary.

~~Note: There are two fee structures.~~

## **~~UFV fee summary~~**

~~UFV course fees will be paid at the university. See the [See the Fees and Other Costs](#) section for [UFV student fees](#).~~



### **Coastal Pacific Program duration and total number of credits**

#### **The Aviation fee summary-**

~~Coastal Pacific fees will be paid at the Abbotsford Airport to Coastal Pacific Aviation. Flight training fees are subject to change and vary for each individual.~~

~~Students accepted to the diploma program are required to wear a uniform. The initial cost for shirts, slacks, sweater, jacket, and ties is approximately \$425. Additional items may be required throughout the course, normally completed within two year of study consisting of 61 credits.~~

#### **Location**

Academic courses may be held on all UFV campuses, including Abbotsford, Mission, and Chilliwack

## Program outline

### ~~Semester I~~

### Semesters I and II

| Course                                                               | Title                                                                                                            | Credits         |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------|
| <del>BUS 100</del><br><del>151</del>                                 | <del>AV Introduction to Business Fitness I</del>                                                                 | <del>13</del>   |
| <del>AV</del><br><del>201</del><br><del>ECON</del><br><del>100</del> | <del>Aviation Theory I</del> <u>Principles of Microeconomics</u>                                                 | 3               |
| <del>AV</del><br><del>211</del><br><del>ENGL</del><br><del>105</del> | <del>Simulation Instrument Procedures I</del> <u>Academic Writing</u>                                            | <del>13</del>   |
| <del>AV</del><br><del>221</del><br><del>MATH</del><br><del>140</del> | <del>Aircraft Commercial I</del> <u>Algebra and Functions for Business (see Note 1)</u>                          | <del>1.53</del> |
| <del>BUS 120</del>                                                   | <u>Essentials of Marketing</u>                                                                                   | <u>3</u>        |
| <del>AV 231</del><br><del>BUS</del><br><del>143</del>                | <del>Human Factors I</del> <u>Introductory Financial Accounting I</u>                                            | <del>13</del>   |
| CMNS 125                                                             | Communicating Professionally to Academic and Workplace Audiences                                                 | 3               |
| <del>ECON</del><br><del>101</del><br><del>BUS 100</del>              | <del>Principles of Macroeconomics</del> <u>Introduction to Business</u>                                          | 3               |
| <del>STAT</del><br><del>106</del><br><del>MATH</del>                 | <del>One of STAT 104, Statistics I</del> <u>STAT 106, MATH 110, MATH 111, or</u><br><u>MATH 141 (see Note 2)</u> | <del>3-4</del>  |

### Semesters III and IV~~Semester II~~

| Course                                                | Title                                                                     | Credits |
|-------------------------------------------------------|---------------------------------------------------------------------------|---------|
| AV 152                                                | Fitness II                                                                | 1       |
| <del>AV 302</del><br><del>BUS</del><br><del>144</del> | <del>Aviation Theory II</del> <u>Introductory Financial Accounting II</u> | 3       |

|                     |                                                                            |                |
|---------------------|----------------------------------------------------------------------------|----------------|
| <del>AV 312</del>   | <del>Simulation—Instrument Procedures II</del>                             | <del>1</del>   |
| <del>AV 322</del>   | <del>Aircraft—Commercial II</del>                                          | <del>1.5</del> |
| <del>AV 332</del>   | <del>Human Factors II</del>                                                | <del>1</del>   |
| <del>CMNS 251</del> | <del>Professional Report Writing (see Note 2)</del>                        | <del>3</del>   |
| <del>CIS 100</del>  | <del>Introduction to Computers and Digital Technologies (see Note 2)</del> | <del>3</del>   |

|                |                                           |          |
|----------------|-------------------------------------------|----------|
| BUS 203        | Organizational Behaviour                  | 3        |
| <u>BUS 249</u> | <u>Introduction to Finance</u>            | <u>3</u> |
| <u>BUS 201</u> | <u>Human Resource Management</u>          | <u>3</u> |
| <u>BUS 247</u> | <u>Introductory Management Accounting</u> | <u>3</u> |
| <u>BUS 261</u> | <u>Business Law</u>                       | <u>3</u> |

### ~~Semesters III and IV~~

| <del>Course</del> | <del>Title</del>       | <del>Credits</del> |
|-------------------|------------------------|--------------------|
| <del>AV 251</del> | <del>Fitness III</del> | <del>1</del>       |

|                       |                                                          |                |
|-----------------------|----------------------------------------------------------|----------------|
| <del>and AV 252</del> | <del>Fitness IV</del>                                    | <del>1</del>   |
| <del>AV 401</del>     | <del>Aviation Theory III</del>                           | <del>3</del>   |
| <del>AV 402</del>     | <del>Aviation Theory IV</del>                            | <del>3</del>   |
| <del>AV 411</del>     | <del>Simulation—Multi Engine</del>                       | <del>1</del>   |
| <del>AV 412</del>     | <del>Simulation—Crew Operations</del>                    | <del>1</del>   |
| <del>AV 421</del>     | <del>Aircraft—Multi Engine (see Note 1)</del>            | <del>1.5</del> |
| <del>AV 422</del>     | <del>Aircraft—Instrument/Multi Engine (see Note 1)</del> | <del>1.5</del> |
| <del>AV 431</del>     | <del>Advanced Airmanship I</del>                         | <del>1</del>   |
| <del>AV 432</del>     | <del>Advanced Airmanship II</del>                        | <del>1</del>   |

|                        |                                                                                   |     |
|------------------------|-----------------------------------------------------------------------------------|-----|
| PHYS 101               | Introductory General Physics I                                                    |     |
| <del>or</del> ASTR 103 | Astronomy: The Solar System                                                       | 4-5 |
| Electives              | Five university level courses (100-level or above), totalling at least 15 credits | 15  |

Note 1: Students ~~who select the instructor option complete AV 451A and B: Theory-Instructor, and AV 452A and B: Flight Instructor Practicum, instead of AV 421 and AV 422.~~

Note 2: Students ~~intending~~planning to ~~complete~~transfer their credits to the BBA (Aviation) should take BUS 160, STAT 106, and ENGL 105. MATH 141

~~Alternate core courses are available for students interested in continuing on for a degree after completing the diploma program.~~

~~Students who plan on laddering into the **BBA Aviation degree** after completion of the two-year Aviation diploma are advised that they will be required to complete all the requirements of the BBA Aviation as outlined in the four-year Aviation degree program. Students are advised to consult the aviation coordinator to determine their course schedule.~~

~~Second-year course selection for the two-year program (a total of six including Physics) will require aviation coordinator approval. Students are expected to pursue subjects of interest and to broaden their academic development in preparation for non-flying responsibilities they may face. Elective choices may be limited each semester by ground school, aircraft, and simulator scheduling.~~

~~Students who have completed college or university courses similar to those listed above may be able to transfer credits. Refer to the Transfer credit section of the calendar.~~

## **Program regulations**

### **a. Continuance and probation**

Program continuance and probation are governed by UFV's Undergraduate Continuance policy (92).

### **b. Course repetition**

See UFV's Course Repeat policy (86).

### **c. Readmission**

Students who have been required to withdraw from UFV under the Undergraduate Continuance policy (92) are subject to re-admission and continuance requirements as listed in the UFV academic calendar. Students are normally only readmitted once to the same program.

Appeals for re-admission

Students who are required to withdraw from the program must submit an appeal for re-admission if they wish to resume studies in the program.

In general, students who have been required to withdraw will be advised to complete a further nine credits of academic work, or to repeat a similar amount of academic work taken previously, in order to demonstrate their academic abilities. Appeals must be received at least three months before the start of the semester applied for. Re-admission is not automatic.

**Residency** ~~Although program requirements are shown in four semesters they do not have to be taken consecutively. It is necessary, however, to take each semester's aviation theory concurrently with that semester's flying and simulator sessions.~~

## **Course listings**

~~For complete details on courses see the course descriptions section.~~

### **d.**

At least 25% of the course work must be completed at UFV.

### **e. Graduation requirements**

A cumulative GPA of 2.0 or higher on all courses applicable toward the diploma program is required for graduation.

See UFV Graduation policies for more information.

**f. Maximum length of time to complete program**

Students are allowed up to seven years to complete program requirements.

[Return to main Aviation page](#)

**Memo for Program Changes**

To: Undergraduate Education Committee

From: Dr. Frank Ulbrich, Director, School of Business

Date: October 16, 2017;  
revised February 15, 2018

**Subject: Program change BBA (Aviation)**

## 1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☒ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☒ Change in requirements for admission
- ☒ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify: Alignment with changed contractual agreement with Coastal Pacific Aviation

## 2. Rationale for change(s):

The University has entered a new agreement with Coastal Pacific Aviation. This agreement requires changes to the calendar copy of the aviation programs to reflect the relationship between the University and Coastal Pacific Aviation. As a result of this, and to align the calendar description with the new UEC template, the following changes are proposed:

- A) A short description of the BBA Aviation has been updated and linked to the BBA section to show similarities between the two programs. It has been added that,

**"In addition to specific aviation management courses, five courses (15 credits) from the Bachelor of Business Administration program are replaced with aviation training upon presentation of the following Transport Canada approved aviation credentials; Private Pilot's license, Instrument Rating, Commercial Pilot's Licence, and Multi-Engine Rating or Instructor Rating."**

This is a reflection of UFV not offering AV courses, nor has UFV quality control over AV courses taken at other flight training providers. There is precedence for this practice at Canadian post-secondary institutions. The closest related program is offered by MacEwan University, from which the aviation credential statement has been copied,



<http://www.macewan.ca/wcm/SchoolsFaculties/Business/Programs/BusinessManagement/AviationMajor/index.htm#1>

Including this portion puts all quality control of flight-related courses onto Transport Canada. It takes away from UFV the responsibility to update AV OCOs, sign new articulation agreements, and exercise quality control of external flight-training providers. All this is provided through Transport Canada regulations.

This practice was also discussed at and supported by the Transfer Credit subcommittee on Monday, January 15, 2018. The presented rationale for the request and the subcommittee's response are included for reference.

- B) Entrance requirements have been updated. The English 12 requirement has been replaced by "Prerequisites for ENGL 105" as it better describes the requirements and does not need calendar changes if the English department should change requirements for ENGL 105 in the future. Furthermore, Option 2 has been updated to clarify the entrance requirements for applicants who have completed at least nine post-secondary credits at a recognized post-secondary institution.

The Physics 11 prerequisite has been altered to meeting the prerequisites for PHYS 101 to align with UEC recommendations to not directly point to a high-school course if that prerequisite can be expressed differently. Here it makes sense to move to use prerequisites for PHYS 101 as PHYS 101 is mandatory in the BBA (Aviation) program and any changes to the physics course would not trigger a calendar change for the aviation program.

Most noticeable, all aviation related admission requirements (private pilot's license, current Transport Canada Category 1 medical certification, and interview) have been deleted as they pertain to AV courses only which no longer are part of the official calendar copy.

- C) Admission dates have been clarified. Instead of stating, "Applications are accepted on a continuous basis throughout the year. Qualified applicants are considered for the next intake in which there is space" it has been clarified that intakes are in fall. This is similar to the BBA intake and will eventually allow to put forward the BBA Aviation for accreditation (for which minimum enrolment numbers per intake are required that we would be unable to meet with two or three intakes a year.)
- D) The How to Apply section has been updated to remove all reference to Coastal Pacific Aviation. Students only apply to UFV and the wording follows standard practice.
- E) The Location section has been updated to remove references to Abbotsford International Airport.
- F) Course repeats regulations for AV courses have been deleted as they are outside the control of UFV.
- G) Residency requirements have been updated to remove reference to Coastal Pacific Aviation. Residency requirements now align with the general BBA program

- H) The Fees section has been updated to remove reference to Coastal Pacific Aviation specific information, which no longer is relevant to the program.
- I) In the program outline all AV courses have been removed. It is suggested to closer align the BBA Aviation degree with the general BBA degree. Similar to the proposed changes in the Aviation Diploma, this change also allows a better transition from the Aviation Diploma program to the BBA Aviation degree program or general BBA degree program. In addition, students that might not meet the Transport Canada requirements, can complete a general BBA program with minimal impact.

As a consequence, the total number of credits is reduced from 135–137 to 120 credits.

Only AV courses were removed.

Two aviation management courses have been added to the core (BUS 462 and BUS 464). All courses offered by service departments remain practically unchanged.

- J) Other editorial changes have been made to align the calendar program description with the current UEC template.
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:
- N/A. PLOs for the BBA Aviation have not substantially changed.
4. What consideration has been given to indigenizing the curriculum?
- Where possible the curriculum highlights the importance of Aboriginal issues in in-class assignments, questions, and cases.
5. Will additional resources be required? If so, how will these costs be covered?
- N/A. Currently, there are a total of 36 students in the 4-year program, i.e. on average 9 students/year. Those students can be absorbed in the regular course offerings. Normally, students already take many of the proposed mandatory courses as electives. Hence, there is not much movement in the system and no additional resources are required.
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?
- This change does not impact current students in the program. For current students UFV has signed articulation agreement(s) with external flight-training providers, allowing them to fulfill their AV course requirements. In moving forward these agreements will become redundant as current students exit their programs.
- New students to the program will follow the new calendar description.
- As the change in the calendar does not require students to take flight training at a single provider (as it was in the past) it is possible that there might be an increased interest in the program. This is desirable as only 36 students are currently enrolled in the 4-year BBA Aviation program. Somewhat increased enrolment would justify offering the program in the long run.

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

Yes, please see 2. (I) above for details.

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

As most changes will channel students from previously elective courses into core courses the total resource use is not changing significantly.

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

N/A. The number of require or elective courses from other disciplines is practically not changing. The Faculty of Sciences has responded, confirming that there are no substantial budgetary implications for the Faculty of Science (see attached memo).

The College of Arts has responded. (see attached memo).

10. **Provide a memo from the program's dean** to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

The proposed changes can be accommodated within the faculty budget of the Faculty of Professional Studies.



## Memo

**To:** Transfer Credit Subcommittee of UEC

**From:** Dr. Frank Ulbrich, Director, UFV School of Business

**CC:** Dr. Tracy Ryder Glass, Dean, Faculty of Professional Studies  
 Rod Hayward, Assistant Professor, School of Business  
 Karen Power, Assistant to the Dean, Faculty of Professional Studies  
 Kelly Gardner, Assistant to the Director, UFV School of Business

**Date:** January 8, 2017

**Re:** Requests for transfer credit based on Policy 107

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The School of Business has initiated changes to the BBA (Aviation) degree program and to the Aviation Diploma program. These changes include, amongst others, the removal of specific AV courses from the programs, replacing AV requirements with four Transport Canada credentials as follows:

- Private Pilot's license – 3 credits,
- Instrument Rating – 3 credits,
- Commercial Pilot's Licence – 6 credits, and
- Multi-Engine Rating or Instructor Rating – 3 credits.

The main reasons for proceeding in this direction are that AV courses at UFV have not been updated since 2007 and that the School of Business does not have sufficient subject expertise nor resources to maintain currency in these course. In addition, all AV courses have been offered by one external partner. Therefore, UFV does not have quality control over these courses for the above mentioned reasons.

To ensure that students receive proper credit for their learning, the School of Business proposes to use industry standards and external validation of aviation credentials, using Transport Canada as a guarantor for external quality assurance. Although the external government certifying body is not an educational institution, it oversees the outcomes of aviation training in Canada. As such, Transport Canada can be viewed as ensuring that industry-standard learning outcomes are met, independent of where a student is taking their AV training to prepare for the tests. For a detailed mapping of how Transport Canada credentials can be applied, see below.

It should also be noted, that the proposed change mirrors common practices at MacEwan University (see <https://www.macewan.ca/wcm/SchoolsFaculties/Business/Programs/BusinessManagement/AviationMajor/index.htm#2>). Hence, precedence exists with regard to granting university credits for Transport Canada credentials.

In moving forward the *School of Business requests that the Undergraduate Education Committee approves Transport Canada for recognition, and that the four credentials be approved with the corresponding credit values.*

**Background:**

The University of the Fraser Valley and its predecessors have granted a BBA in Aviation management degree for over 20 years. Traditionally the University issued credits based upon successful completion of AV courses. These AV courses which are tied to the successful completion of licences such as the Private pilots, Commercial Pilots and ratings such as the Instrument, Multi Engine and Instructor. As such it has been proposed that UFV accept licences and ratings issued directly by Transport Canada as indicators of qualification for the issuance of academic credit. The following is an evaluation of the Transport Canada licence and rating qualifications in comparison to the standards for which UFV issues academic credentials.

An assessment of the following credentials will be found below:

- Private Pilot's license – 3 credits,
- Instrument Rating – 3 credits,
- Commercial Pilot's Licence – 6 credits, and
- Multi-Engine Rating or Instructor Rating – 3 credits.

**Transport Canada's role in licencing:**

Transport Canada (TC) is responsible for the regulation and oversight of all Maritime, Aviation and Rail activities in Canada. This oversight includes the responsibility for issuance of all licences and ratings that involve the operation of Canadian registered vessels and aircraft. As the issuing authority of all Canadian aviation licences and ratings TC has developed a comprehensive set of standards of experience, knowledge and skills which must be demonstrated prior to the issuance of the licence or rating.

All aviation activities within Canada are regulated through the Canadian Aviation Regulations.

Training regulations in particular are contained in **Part IV Personnel Licencing and Training** of the regulations. The regulations pertaining to all aviation licencing are included in subparts 0 though 8 of the regulations.

The application of the actual regulations is detailed and included in aviation Standards, of which Standard 421 speaks to the specific requirements for the issuance of licences and ratings.

***Standard 421 - Flight Crew Permits, Licences and Ratings***

The Personnel Licensing and Training Standards Respecting Flight Crew Permits, Licences and Ratings outline the basic specifications that apply to the issuance of flight crew permits, licences and ratings and to the holders of flight crew permits, licences and ratings in compliance with Subpart 401 in the Canadian Aviation Regulations.

Note: Transport Canada works with other civil aviation authorities around the world to ensure that aviation training and licencing are standardized in an increasingly global aviation industry.

**The following is an assessment of each credential indicating the standards that are required by Transport Canada.**

Note: Transport Canada generally designates experience through the number of flight hours and or flight hours participating in specific flight regimes. It is generally accepted that for each flight hour the student must spend time in preparation at the beginning and at the conclusion of the flight. The ratio of instruction time to flight hour is generally 2:1. In the case of a private pilot's licence the flight hour requirement is 45 hours but the actual instructional time would be 90 hours.

**Private Pilot's license – 3 credits**

Transport Canada requirements

**Knowledge:**

An applicant shall have:

- (a) completed a minimum of **40 hours** private pilot aeroplane ground school instruction on the following subjects:
  - (i) *Canadian Aviation Regulations*, (ii) Aerodynamics and Theory of Flight, (iii) Meteorology, (iv) Airframes, Engines and Systems, (v) Flight Instruments, (vi) Radio and Electronic Theory, (vii) Navigation, (viii) Flight Operations, (ix) Licensing Requirements, and (x) Human Factors, including pilot decision-making; and
- (b) obtained a minimum of **60%** in each of the following four mandatory subject areas as well as in the overall written examination Private Pilot Licence - Aeroplane (PPAER):
  - (i) Air Law - regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the licence; (ii) Navigation - navigation, radio aids and electronic theory; (iii) Meteorology; (iv) Aeronautics - General Knowledge - airframes, engines and systems, theory of flight, flight instruments and flight operations. (3-hour exam)

**Experience: 45 hours** flight time (90 instructional hours)

**Skill assessment:** A flight test conducted in accordance with Transport Canada standards (3 hours)

**Total instructional hours: 136**

**Analysis:**

Using 135 hours of instruction as the basis for the issuance of 3 credits it can be demonstrated that a candidate who has successfully earned their Private pilot's licence has engaged in well over the minimum standard required to earn 3 credits.

**Commercial Pilot's Licence – 6 credits**

Transport Canada requirements

**Knowledge:**

An applicant shall have:

- (a) completed a minimum of **80 hours** private pilot aeroplane ground school instruction on the following subjects:
  - (i) *Canadian Aviation Regulations*, (ii) Aerodynamics and Theory of Flight, (iii) Meteorology, (iv) Airframes, Engines and Systems, (v) Flight Instruments, (vi) Radio and Electronic Theory, (vii) Navigation, (viii) Flight Operations, (ix) Licensing Requirements, and (x) Human Factors, including pilot decision-making; and
- (b) obtained a minimum of **60%** in each of the following four mandatory subject areas as well as in the overall written examination Private Pilot Licence - Aeroplane (PPAER):
  - (i) Air Law - regulations, rules and orders, air traffic services, practices and procedures, and licensing requirements relevant to the licence; (ii) Navigation - navigation, radio aids and electronic theory; (iii) Meteorology; (iv) Aeronautics - General Knowledge - airframes, engines and systems, theory of flight, flight instruments and flight operations. **(3-hour exam)**

**Experience: 200 hours** flight time (400 instructional hours)

**Skill assessment:** A flight test conducted in accordance with Transport Canada standards (3 hours)

**Total instructional hours: 486**

**Analysis:**

Using 135 hours of instruction as the basis for the issuance of 3 credits it can be demonstrated that a candidate who has successfully earned their Commercial pilot's licence has engaged in well over the minimum standard required to earn 6 credits.

**Instrument Rating and Multi engine rating – 3 credits**

Transport Canada requirements

**Knowledge:**

An applicant shall have obtained a minimum of 70% on the written examination Instrument Rating (INRAT) which shall include the following subjects: (i) *Canadian Aviation Regulations*; (ii) Instrument Flight Rules and Procedures; (iii) Meteorology; (iv) Instruments; (v) Radio and Radar systems; and (vi) Navigation. **(3-hour exam)**

Note: Although the Instrument rating and Multi engine rating do not specify a minimum number of ground school hours it is normally the case that students would take a ground school course of approximately equal duration as a private pilot ground school.

**Experience:**

An applicant shall have completed a minimum of:

- (i) 50 hours of cross-country flight as pilot-in-command in aeroplanes or helicopters of which 10 hours must be in the appropriate category; and
- (ii) 40 hours of instrument time of which a maximum of 20 hours may be instrument ground time. The 40 hours instrument time shall include a minimum of:
  - (A) 5 hours of dual instrument flight time acquired from the holder of a flight instructor rating,
  - (B) 5 hours in aeroplanes where the applicant is applying for a Group 1, 2 or 3 instrument rating or in helicopters where the applicant is applying for a Group 4 instrument rating,
  - (C) Fifteen (15) hours of dual instrument flight time provided by a qualified person as specified in [section 425.21\(9\)](#); and (amended 1998/03/23; previous version)
  - (D) one dual cross-country flight under simulated or actual IMC conditions of a minimum of 100 nautical miles, the flight to be conducted in accordance with an IFR flight plan to include at, two different locations, an instrument approach to minima.

**Skill assessment:** A flight test conducted in accordance with Transport Canada standards (3 hours)

**Total instructional hours: 180**

**Analysis:**

Using 135 hours of instruction as the basis for the issuance of 3 credits it can be demonstrated that a candidate who has successfully earned their Instrument and multi engine rating has engaged in well over the minimum standard required to earn 3 credits.



**Instructor Rating – 3 credits**

Transport Canada requirements

**Prerequisite:** Before commencing flight training for the Class 4 Instructor Rating - Aeroplane, an applicant shall hold a Commercial or Airline Transport Pilot Licence

**Knowledge:**

- (a) An applicant shall have completed a minimum of 25 hours of Instructor Rating ground school instruction which shall include:
  - (i) practical application of the basic principles of learning and techniques of instruction;
  - (ii) preparation and use of lesson plans;
  - (iii) procedures for planning and presenting preparatory ground instruction, pre-flight briefings, in-flight instruction, and post-flight debriefings;
  - (iv) theory of flight required to teach the air exercises;
  - (v) aircraft flight manuals and aircraft operating limits;
  - (vi) presentation of pilot decision-making concepts; and
  - (vii) the use of the Transport Canada Flight Instructor Guide, Flight Training Manual, *Canadian Aviation Regulations*, Part IV and the appropriate Flight Test schedules and guides.  
(amended 2012/02/19; previous version)
- (b) An applicant shall obtain a minimum of 70% in the written examination Flight Instructor Rating - Aeroplane Class 4 (AIRAF) (3-hour exam)

**Experience**

An applicant shall complete in aeroplanes a minimum of 30 hours of dual flight instruction on overall pilot proficiency and the presentation of all exercises set forth in the Flight Instructor Guide and shall include a minimum of 5 hours of training in the teaching of instrument flight skills. A maximum 5 of the 30 hours may be conducted on an approved aeroplane simulator or flight training device.

**Skill assessment:**

A flight test conducted in accordance with Transport Canada standards (3 hours)

**Total instructional hours:** in excess of 200

**Analysis:**

Using 135 hours of instruction as the basis for the issuance of 3 credits it can be demonstrated that a candidate who has successfully earned their Instructors rating has engaged in well over the minimum standard required to earn 3 credits.

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Thursday, February 15, 2018 at 3:07:10 PM Pacific Standard Time

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**Subject:** Aviation Credit

**Date:** Tuesday, January 16, 2018 at 8:47:06 AM Pacific Standard Time

**From:** David Johnston

**To:** Frank Ulbrich

**CC:** Rod Hayward, Lisa Boldt

Frank,

The Transfer Credit subcommittee met yesterday (Monday January 15) and reviewed the request to recognize transfer credit based on student's presentation of Transport Canada certifications. Rod Hayward was present and provided valuable additional information to us. The Committee's discussion was informed by the Transfer Credit Policy (#107). You will have noted that the Policy statement says that "Students who have completed Courses and programs from other institutions or agencies that are equivalent to UFV courses or levels of study will be granted transfer credit." And "Learning achieved through life and work experience will be considered for recognition through prior learning assessment". The Policy does allow for credit from "agencies", but indicates the credit should be for work completed at the agency. It was the Committee's understanding that Transport Canada does no training, but provides examinations and certifications.

The Committee was supportive of students receiving credit for their aviation certifications, but felt that credit recognition for these kinds of qualifications were more consistent with prior learning assessment and recognition (PLAR). Your proposal indicated that the UFV proposal mirrored the practice at MacEwan University in Edmonton. However, the UFV Office of the Registrar has been in contact with the Registrars' Office at MacEwan University and they have confirmed that the Transport Canada credit recognition assessment there is done through their PLAR process and not transfer.

Based on my reading of the PLAR Policy (#94) your proposal fits with the policy statement and regulations. It does not appear that additional approval is required through a University Committee other than UEC when the BBA – Aviation changes come through.

I will note that the Committee also indicated that if at all possible students should not be required to pay the full fees that PLAR would normally attract as the assessment on our part will be relatively minimal. I am fully supportive of this, and can work with you on a way to establish a procedure for the students that will not require them to pay additional fees and not create significant additional work in the School of Business.

If you have any questions at all about this, please let me know and we can talk on the phone or meet in person.

David

Page 1 of 1



**Office of Dean, Tracy Ryder Glass**  
**Faculty of Professional Studies**  
**Phone: 604-851-6341**  
**Email: tracy.ryderglass@ufv.ca**

## **Memo**

**To: Senate Budget Committee**

**From: Tracy Ryder Glass, Dean – Faculty of Professional Studies**

**Re: Proposed changes to Business Administration (Aviation) diploma and Bachelor of Business Administration (Aviation)**

**Date: October 24, 2017**

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The Business Administration (Aviation) diploma and the Bachelor of Business Administration (Aviation) has entered into diploma/degree completion agreements with Aviation flight training partners that better reflect the relationship to one combining academics with industry requirements. The proposed calendar copy changes better reflect this relationship together with Transport Canada requirements for fixed and rotary wing pilot training falling to the Aviation flight training partners.

Budgetary implications of the proposed changes have been considered and are addressed in the School of Business, and the Faculty of Professional Studies budgets.

A handwritten signature in black ink, appearing to be "T. Ryder Glass".

**From:** [Frank Ulbrich](#)  
**To:** [Marla Fralick](#)  
**Subject:** FW: Memo Required for Program Changes  
**Date:** October-19-17 6:11:17 PM

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**From:** Jacqueline Nolte  
**Sent:** October 19, 2017 2:40 PM  
**To:** Frank Ulbrich  
**Cc:** Michael Maschek; Nicole Klassen  
**Subject:** RE: Memo Required for Program Changes

Dear Frank

Arts notes that two ECON courses continue to be required – 100 and 101 – but that ECON/BUS 226 and ECON 307 are added now as required courses.

Since Business owns 226 this is not an issue but ECON 307 is seen as a core upper-level course for ECON and BUS already; any additions to other programs will put further strain on classes as we are already struggling to meet student demand. This can be addressed. ECON will need to add this course offering to its plans so that we can forecast enrolments accordingly. To this end, I have copied Michael Maschek to ensure that this is worked into enrolment plans and future timetabling.

Regards,  
Jacqueline



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**MEMORANDUM**

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**TO:** Chair, UEC

**FROM:** Greg Schlitt, Dean of Science

**DATE:** 12/10/17

**RE:** Proposed changes to the Aviation degree and diploma and implication for Faculty of Science

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I have reviewed the proposed changes and find they do not have any substantial budgetary implications for the Faculty of Science.

DRAFT

Aviation

[ufv.ca/business](http://ufv.ca/business)

## **Bachelor of Business Administration (Aviation) degree**

~~Note: Effective Fall 2017, Aviation (AV) courses listed in this calendar are offered by third party educational providers which have course articulation agreements with UFV. Students entering the program in Fall 2017 will register only in the non-Aviation courses through the UFV online course registration system and directly through their third party provider for their Aviation (AV) courses. Students who began their program prior to Fall 2017 will register for all their courses through the UFV online course registration system.~~

~~The four-year BBA (Aviation) degree combines academic studies with practical skills that prepares graduated for a career within the aviation industry. In addition to specific aviation management courses, five courses (15 credits) from the Bachelor of Business Administration program are replaced with aviation training upon presentation of the following Transport Canada approved aviation credentials; Private Pilot's license, Instrument Rating, Commercial Pilot's Licence, and Multi-Engine Rating or Instructor Rating.~~

~~Students enrolled in the program must present the following Transport Canada approved aviation credentials in order to graduate and will receive a total of 15 credits towards the degree:~~

~~Private Pilot's license—3 credits,~~

~~Instrument Rating—3 credits,~~

~~Commercial Pilot's Licence—6 credits, and~~

~~Multi-Engine Rating or Instructor Rating—3 credits.~~

### **Entrance requirements**

#### **Option 1: High school graduates**

1. B.C. secondary school graduation, or equivalent. (Students who have completed a high school equivalency program will also be considered but may have to complete the specific entrance requirements below.)
2. Prerequisites for [MATH 141](#).
3. Prerequisites for [CMNS 125](#), [ENGL 105](#)
4. ~~Prerequisties for PHYS 101~~ [Physics 11 or equivalent, with a minimum of C+.](#) ~~(see note)~~
5. ~~4. Note: Accounting 11 or 12, Physics 12, and second language courses are recommended.~~

- ~~1. Current Transport Canada Category 1 medical certification.~~
- ~~2. In addition to the above, applicants must also satisfy an~~**Option 2: University entrance** ~~evaluation which includes an interview(s), a qualifying exam, and an assessment of references.~~

**Option 2: UFV/Coastal Pacific Aviation diploma graduates**

- ~~1. Completion of the UFV Aviation diploma program within the previous five years, including the following courses or equivalents:
 
  - ~~o STAT 106~~
  - ~~o PHYS 101 or PHYS 111~~
  - ~~o Five other courses which satisfy the BBA (Aviation) program requirements. Consult the UFV calendar or School of Business program advisor (for appropriate course selection.~~~~

A cumulative grade point average of applicants who have completed at least 2.67 (B-) calculated separately for academic and flight-related courses, and no aviation courses with grades lower than a C. nine post-secondary credits at a recognized institution)

- ~~1. Attempted at least 9 transferable credits at a recognized post-secondary institution with a minimum CGPA of 2.67 on all university level courses attempted~~

~~1.2. Prerequisites for MATH 141.~~

- ~~2. Current Transport Canada Category 1 medical certification.~~
- ~~3. Applicants must also satisfy an entrance evaluation which includes an interview(s), and an assessment of references.~~
- ~~4. Applicants must meet the Degree/diploma level English language proficiency requirement. For details on how this requirement may be met, see the English language proficiency requirement section of the calendar.~~

~~3. Students who hold a private pilot licence prior~~  
~~Prerequisites for ENGL 105:~~  
~~Prerequisties for PHYS 101Physics 11 or equivalent, with a minimum of C+ (see note)~~  
~~One of the following:~~

- ~~minimum GPA of 2.67 on all university level credits attempted, or~~
- ~~2. all credits transferrable to entering the first year of the degree program will be required to:~~
  - ~~1. enrol and successfully complete the BBA (Aviation 161 Private Pilot Theory in the first semester of the program~~
  - ~~2. successfully complete a simulator evaluation based on three hours dual instruction and two hours solo practice in the first semester of the program~~
  - ~~3. have completed the private pilot flight test within six months prior to entering the program, or have completed the private pilot flight test within one year and a minimum of 10 hours flying time within the six months~~
  - ~~4. receding the first day of classes September, or complete a flight evaluation with Coastal Pacific Aviation or designate~~

- ~~5. complete a continuation flying course of approximately six to eight hours throughout the first year of the program.~~
- ~~3. Students who hold a private pilot licence and are eligible to enter the second year of the degree program will be required to have:~~
- ~~1.4. completed the Canadian private pilot flight test within six months prior to entering the program, or have completed the private pilot flight test within one year), with a minimum of 10 hours flying time within the six months preceding the first day of classes. Students who do not meet these requirements must complete a flight evaluation with Coastal Pacific Aviation or designate. Students must also have completed the private pilot written examination within the 12 months preceding the first day of classes or be required to achieve a minimum of 60% on an entrance exam equivalent to the private pilot written exam. GPA of 2.67 calculated on those credits.~~
- a minimum of six to eight appropriate university level courses that are transferable to the four-year degree program.

Note: Accounting 11 or 12, Physics 12, and second language courses are recommended.

Students who do not meet these requirements might consider [Qualifying Studies](#).

## **When to apply**

Applications are accepted for entrance to the Fall, Winter, and Summer semesters. Applicants interested in starting in the Winter or Summer semester will begin with academic courses only. Aviation courses involving flight training will begin every Fall. semester.

For application deadlines, see [Specific intake application process](#).

## **How to apply**

The four-year program starts in September. As seats in the program are limited, students should apply as early as possible. Applications should be completed prior to March 30 for enrolment in September. Late applications will be considered if space permits.

- ~~1. Apply online at [ufv.ca/admissions/admissions/apply](http://ufv.ca/admissions/admissions/apply). International students pay higher application fees and should contact [UFV International](#).~~

### **Additional documents required for a complete application:**

- o Proof of B.C. secondary school completion or equivalent, and transcript (or interim transcript) showing grade achievement as per entrance requirements.
  - o Transcripts showing grade achievement for any post-secondary study.
  - o A medical certificate showing a Transport Canada Category 1 Medical.
- ~~2. Apply to Coastal Pacific Aviation at [coastalpacific.com](http://coastalpacific.com). A separate \$150 application fee will be required.~~



- ~~3. Qualified applicants will be interviewed by Coastal Pacific during February or March for September enrolment.~~
  - ~~4. After evaluations have been made, interviewed candidates will receive a letter stating the results. Candidates being offered a seat will receive a confirming letter, outlining registration details and starting dates. Prior to acceptance the candidate may be required to provide proof of financial ability to pay for educational expenses.~~
  - ~~5. Any requests for transfer of academic course equivalencies should be made to the Office of the Registrar; requests for transfer of aviation or flight related courses should be made directly to Coastal Pacific Aviation.~~
1. Apply online at [www.ufv.ca/ar/admissions/apply](http://www.ufv.ca/ar/admissions/apply).
  2. You will be advised of an admission decision and, if accepted, will be provided with registration information. A deposit is required when you register (see the Fees and Other Costs section). This money will be applied toward your tuition fees. Final payment of all course fees is due the end of the second week of classes.

### **Basis for admission decision**

Applicants who meet the entrance requirements will be admitted in order of their application date. This date is set when an application, all required documentation, and the application fee have been submitted.

### **Location and scheduling**

~~Academic courses may be held on all UFV campuses, including Abbotsford, Mission, and Chilliwack. Aviation classroom instruction, flight training and simulator training will be conducted at Coastal Pacific Aviation, Abbotsford Airport. Please note that there is no public transportation available to the airport and between some campuses. Students are expected to be available for flight training seven days a week.~~

~~Instruction at Coastal Pacific and UFV begins in September. UFV courses will normally be completed by the end of April and flight instruction and flight time may continue through June.~~

~~Note: The School of Business requires years one to four to be completed within 10 years if the program is taken on a part-time basis. Students who completed the Aviation diploma and are returning to complete the BBA (Aviation) at UFV after an absence, will be allowed seven years to complete years three and four of the degree.~~

~~For any aviation program, all of the aviation courses shown for a semester must be taken concurrently.~~

### **~~Residency~~ requirement**

Once students are enrolled in the BBA (Aviation) program they are required to complete all third and fourth year aviation courses in residence at UFV/CPA. Flight training at other schools while enrolled in the BBA (Aviation) is not permitted.

To receive the BBA (Aviation), students must fulfill specific elements of the program at UFV. In addition to the third and fourth year AV courses, a minimum of 21 credits, must be taken at UFV. These include the following:

| <b>Course</b>                                            | <b>Title</b>                     | <b>Credits</b> |
|----------------------------------------------------------|----------------------------------|----------------|
| BUS 360                                                  | International Air Transportation | 3              |
| BUS 460                                                  | Aviation Management              | 3              |
| BUS 403                                                  | Strategic Management             | 3              |
| BUS 405                                                  | Strategic Management Simulation  | 3              |
| Plus three 300/400-level courses required by the program |                                  | 9              |

## **Academic performance**

To qualify for an aviation degree, students must obtain a cumulative grade point average of 2.67 (B-average) or above in both flight related and academic courses in order to remain in the program, continue on to the next year, and to graduate. Additionally, a grade of at least C for each aviation course is required in order to be awarded the degree. Students whose cumulative grade point average and/or semester grade point average falls below 2.67 during their program are subject to program warning and/or removal from the program.

## **Undergraduate continuance**

Students enrolled in undergraduate courses (courses numbered 100 or above) must maintain an undergraduate Cumulative Grade Point Average (CGPA) of at least 2.00 to remain enrolled in Good Academic Standing at UFV. Students in Good Academic Standing will have no registration limits placed on them. Failure to meet the minimum CGPA requirement will result in restrictions on registration and may eventually lead to academic suspension from undergraduate studies at UFV. Students on Academic Warning or Academic Probation are limited to registering in 10 credits. For further details, see the [Academic standing and undergraduate continuance section](#) of the academic calendar. Academic standing is governed by UFV's [Undergraduate Continuance policy \(92\)](#).

## **Course repeats**

An academic course may be repeated in order to improve the cumulative GPA. However, you may not register for the same aviation course more than twice.

## **BBA (Aviation) graduation requirements**

1. Cumulative program GPA of 2.67 or higher (over four years).

- ~~2. No aviation courses with less than a C grade.~~
- ~~3. Completion of all required courses and residency requirements.~~

## **Aviation performance**

~~The first year of the BBA (Aviation) program is a conditional year. At the end of the first year there will be a review of student progress through the first year including private pilot theory and flight (or the continuation course AV066D—for those who enter first year with a private pilot license).~~

~~The review will assess the following:~~

- ~~• aviation academic and flight proficiency~~
- ~~• time management skills~~
- ~~• communication skills—intra and extra cockpit~~
- ~~• judgment and decision-making ability~~
- ~~• ability to work effectively within a team~~
- ~~• desire and commitment to becoming a commercial pilot~~

~~The student must have a written recommendation from a Coastal Pacific review committee before being permitted to enter the second year of the program.~~

## **Fees and additional costs**

~~Fee estimates were in effect for 2016/17 and are subject to change for the next calendar year. Approximate total fees for the degree program are \$112,000. Contact the program coordinator at Coastal Pacific to obtain a current fee summary.~~

~~Note: There are two fee structures.~~

## **UFV fee summary**

~~UFV course fees will be paid at the university. See the [Fees and Other Costs](#) section—for UFV student fees.~~

## **Coastal Pacific Aviation fee summary**

~~Coastal Pacific fees will be paid at the Abbotsford Airport to Coastal Pacific Aviation. Flight training fees are subject to change and vary for each individual.~~

~~Students accepted to the program are required to wear a uniform. The initial cost for shirts, slacks, sweater, jacket, and ties is approximately \$425. Additional items may be required throughout the course.~~

## **Program duration and total number of credits**

The program is normally completed within four years of full-time study.

A reduced course load is permitted. Students are allowed up to eight consecutive academic years to complete the program from the time of enrolment into the BBA Aviation, or first admission into the Aviation diploma for those laddering into the BBA Aviation program.

The BBA Aviation degree consists of a minimum of 120 credits.

## **Location**

Most courses are offered in Abbotsford. Some lower-level courses may also be offered at the Chilliwack and Mission campuses.

## **Program outline**

### **Semester I**

| <b>Course</b>              | <b>Title</b>                                                                                 | <b>Credits</b> |
|----------------------------|----------------------------------------------------------------------------------------------|----------------|
| <u>AV 101</u>              | <u>Fitness</u>                                                                               | <u>0.5</u>     |
| <u>AV 161</u>              | <u>Introduction to Aviation</u>                                                              | <u>2</u>       |
| <u>AV 162A</u>             | <u>Flight Training—Private</u>                                                               | <u>1</u>       |
| <u>BUS 100</u>             | <u>Introduction to Business</u>                                                              | <u>3</u>       |
| <u>BUS 143/160/CIS 110</u> | <u>Introductory Financial Accounting I-Computerized Business Applications and MIS</u>        | <u>3</u>       |
| <u>or BUS 145/ECON 100</u> | <u>Accelerated Introductory Financial Accounting (see Note) Principles of Microeconomics</u> | <u>3</u>       |
| <u>ENGL 105</u>            | <u>Academic Writing</u>                                                                      | <u>3</u>       |
| <u>MATH 141</u>            | <u>Calculus for Business</u>                                                                 | <u>3</u>       |

### **Semester II**

| <b><u>Course</u></b> | <b><u>Title</u></b>                                                     | <b><u>Credits</u></b> |
|----------------------|-------------------------------------------------------------------------|-----------------------|
| <u>BUS 120</u>       | <u>Essentials of Marketing</u>                                          | <u>3</u>              |
| <u>BUS 143</u>       | <u>Introductory Financial Accounting I</u>                              | <u>3</u>              |
| <u>CMNS 125</u>      | <u>Communicating Professionally to Academic and Workplace Audiences</u> | <u>3</u>              |
| <u>ECON 100</u>      | <u>Principles of Microeconomics</u>                                     | <u>3</u>              |

### **Semester II**

| <b>Course</b> | <b>Title</b>   | <b>Credits</b> |
|---------------|----------------|----------------|
| <u>AV 102</u> | <u>Fitness</u> | <u>0.5</u>     |

|          |                                      |   |
|----------|--------------------------------------|---|
| AV 162B  | Flight Training—Private              | 1 |
| BUS 120  | Marketing Essentials                 | 3 |
| BUS 144  | Introductory Financial Accounting II | 3 |
| or BUS   | BUS lower-level elective             |   |
| BUS 203  | Organizational Behaviour             | 3 |
| BUS 261  | Business Law                         | 3 |
| ECON 101 | Principles of Macroeconomics         | 3 |

### **Semester III**

| <b><u>Course</u></b> | <b><u>Title</u></b>                | <b><u>Credits</u></b> |
|----------------------|------------------------------------|-----------------------|
| AV 151               | Fitness                            | 1                     |
| AV 201               | Aviation Theory I                  | 3                     |
| AV 211               | Simulation—Instrument Procedures I | 1                     |
| AV 221               | Aircraft—Commercial I              | 1.5                   |
| AV 231               | Human Factors I                    | 1                     |
| BUS 160              | Computerized Business Applications | 3                     |
| STAT 106             | Statistics I                       | 4                     |

### **Semester III**

| <b><u>Course</u></b> | <b><u>Title</u></b>                             | <b><u>Credits</u></b> |
|----------------------|-------------------------------------------------|-----------------------|
| ENGL 105             | Academic Writing                                | 3                     |
| BUS 144              | Introductory Financial Accounting II            | 3                     |
| BUS 203              | Organizational Behaviour                        | 3                     |
| BUS 221              | Professional Selling                            | 3                     |
| BUS 249              | Introduction to Finance (formerly BUS 149, 162) | 3                     |

### **Semester IV**

| <b><u>Course</u></b> | <b><u>Title</u></b>                 | <b><u>Credits</u></b> |
|----------------------|-------------------------------------|-----------------------|
| AV 152               | Fitness                             | 1                     |
| AV 302               | Aviation Theory II                  | 3                     |
| AV 312               | Simulation—Instrument Procedures II | 1                     |
| AV 322               | Aircraft—Commercial II              | 1.5                   |
| AV 332               | Human Factors II                    | 1                     |
| BUS 201              | Human Resource Management           | 3                     |
| BUS 247              | Introductory Management Accounting  | 3                     |
| CMNS 251             | Professional Report Writing         | 3                     |

**Semester ~~V~~ IV**

| <b>Course</b>                                        | <b>Title</b>                                                                                       | <b>Credits</b>        |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------|
| <del>AV 251</del> <u>BUS 201</u>                     | <del>Fitness</del> <u>Human Resource Management</u>                                                | <del>1</del> <u>3</u> |
| <del>AV 401</del> <u>BUS 226/</u><br><u>ECON 226</u> | <del>Aviation Theory III</del> <u>Economic and Business Statistics (formerly BUS 301/ECON 301)</u> | <del>3</del> <u>3</u> |
| <del>AV 411</del> <u>BUS 227</u>                     | <del>Simulation—Multi-Engine</del> <u>New Business Development</u>                                 | <del>1</del> <u>3</u> |
| <del>AV 421</del>                                    | <del>Aircraft—Multi-Engine</del>                                                                   | <del>1.5</del>        |
| <del>AV 431</del>                                    | <del>Advanced Airmanship</del>                                                                     | <del>1</del>          |
| <del>BUS 349</del> <u>247</u>                        | <del>Financial</del> <u>Introductory Management &amp; Accounting</u>                               | <del>3</del> <u>3</u> |
| <del>BUS 261</del>                                   | <del>Business Law</del>                                                                            | <del>3</del> <u>3</u> |

**Semester V**

| <u>Course</u>   | <u>Title</u>                     | <u>Credits</u> |
|-----------------|----------------------------------|----------------|
| <u>BUS 320</u>  | <u>Business Research Methods</u> | <u>3</u>       |
| BUS 400         | Business and Society             | 3              |
| <u>ECON 307</u> | <u>Managerial Microeconomics</u> | <u>3</u>       |
| PHYS 101        | Physics                          | 5              |

**Semester VI**

| <b>Course</b>                 | <b>Title</b>                                                      | <b>Credits</b>        |
|-------------------------------|-------------------------------------------------------------------|-----------------------|
| <del>AV 252</del>             | <del>Fitness</del>                                                | <del>1</del>          |
| <del>AV 402</del>             | <del>Aviation Theory IV</del>                                     | <del>3</del>          |
| <del>AV 412</del>             | <del>Simulation—Crew Operations</del>                             | <del>1</del>          |
| <del>AV 422</del>             | <del>Aircraft—Instrument—Multi-Engine</del>                       | <del>1.5</del>        |
| <del>AV 432</del>             | <del>Advanced Airmanship II</del>                                 | <del>1</del>          |
| <del>BUS 305</del> <u>349</u> | <del>Industrial Relations</del> <u>Financial Management I</u>     | <del>3</del> <u>3</u> |
| <del>BUS 360</del>            | <del>International Air Transportation</del> <u>Transportation</u> | <del>3</del> <u>3</u> |
| <del>Elective</del>           | <del>Upper-level Business or Economics</del>                      | <del>3</del>          |

Note: Students entering fourth year of the BBA Aviation degree will be required to select either the Heavy Jet Transport or the Professional Flight Instructor option for

**~~Semester VII~~ and VIII**
**Semester VII**

| <b>Course</b> | <b>Title</b>                                   | <b>Credits</b> |
|---------------|------------------------------------------------|----------------|
| AV 351        | Fitness                                        | 0.5            |
| AV 405        | Advanced Jet Transport Systems and Performance | 3              |
| BUS 403       | Strategic Management                           | 3              |
| BUS 460       | Aviation Management                            | 3              |
| Elective      | A second language                              | 3              |
| Elective      | Upper-level Business or Economics, or MATH 141 | 3              |

**Plus:**

Courses for Heavy Jet Transport or Professional Flight Instructor options (see additional chart below)

**Semester VIII**

| <b>Course</b> | <b>Title</b>                                   | <b>Credits</b> |
|---------------|------------------------------------------------|----------------|
| AV 352        | Fitness                                        | 0.5            |
| AV 404        | Advanced Aerodynamics and Operating Procedures | 3              |
| BUS 404       | Management Science                             | 3              |
| BUS 405       | Strategic Management Simulation                | 3              |
| BUS 420       | International Business                         | 3              |
| Elective      | Social Science elective (other than Economics) | 3              |

**Semester VII**

| <b><u>Plus:Course</u></b>                                                                              | <b><u>Title</u></b>                               | <b><u>Credits</u></b> |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------|
| Courses for Heavy Jet Transport or Professional Flight Instructor options (see additional chart below) | Strategic Management                              | 3                     |
| <u>BUS 404</u>                                                                                         | <u>Management Science</u>                         | <u>3</u>              |
| <u>BUS 460</u>                                                                                         | <u>Aviation Management</u>                        | <u>3</u>              |
| <u>BUS 462</u>                                                                                         | <u>Business and Corporate Aviation Management</u> | <u>3</u>              |

**Heavy Jet Transport option**

**Semester ~~VII~~ VIII**

| <b>Course</b> | <b>Title</b>                                               | <b>Credits</b> |
|---------------|------------------------------------------------------------|----------------|
| AV 403        | Jet Transport Systems and Operations                       | 1              |
| AV 414BUS 405 | Strategic Management Simulation—Jet Transport Operations I | 23             |

|                 |                                        |          |
|-----------------|----------------------------------------|----------|
| <u>BUS 464</u>  | <u>Airport Planning and Management</u> | <u>3</u> |
| <u>Elective</u> | <u>A second language</u>               | <u>3</u> |

#### **~~Semester VIII~~**

| <b>Course Title</b>                                      | <b>Credits</b> |
|----------------------------------------------------------|----------------|
| <del>AV 415 Simulation—Jet Transport Operations II</del> | <del>2</del>   |

#### **~~Professional Flight Instructor option~~**

#### **~~Semesters VII~~ Program regulations**

##### **a. Continuance and ~~VIII~~probation**

Program continuance and probation are governed by UFV's Undergraduate Continuance policy (92).

##### **b. Course repetition**

See UFV's Course Repeat policy (86).

##### **c. Readmission**

Students who have been required to withdraw from UFV under the Undergraduate Continuance policy (92) are subject to re-admission and continuance requirements as listed in the UFV academic calendar. Students are normally only readmitted once to the same program.

Appeals for re-admission

Students who are required to withdraw from the program must submit an appeal for re-admission if they wish to resume studies in the program.

In general, students who have been required to withdraw will be advised to complete a further nine credits of academic work, or to repeat a similar amount of academic work taken previously, in order to demonstrate their academic abilities. Appeals must be received at least three months before the start of the semester applied for. Re-admission is not automatic.

##### **b. Residency**

| <b>Course</b>                                        | <b>Title</b> | <b>Credits</b> |
|------------------------------------------------------|--------------|----------------|
| <del>AV 451A and B Theory—Instructor</del>           |              | <del>2</del>   |
| <del>AV 452A and B Flight Instructor Practicum</del> |              | <del>1</del>   |

##### **d.**



At least 50% of the course work, including at least 10 upper-level business courses numbered BUS 300-499, must be completed at UFV.

Courses taken at partnering universities through an approved Study Abroad student exchange may be used to meet residency requirements.

**e. Graduation requirements**

A cumulative program GPA (PGPA) of 2.67 or higher on all courses applicable toward the BBA program, and a cumulative GPA (CGPA) of 2.0 on all courses attempted, are required for graduation.

At the time of applying for graduation no course applicable to the BBA program may be older than 10 years, and no upper-level BUS or ECON course applicable to the BBA may be older than five years.

See the Graduation section of the calendar for more information.

**f. Maximum length of time to complete program**

Students are allowed up to eight consecutive years to complete program requirements.

Students with personal extenuating circumstances can apply to the Director of the School of Business for an extension. At the Director of the School of Business' discretion, an extension of up to two years, allowing up to ten consecutive years for program completion, might be granted.

**Bachelor of Business Administration (Aviation) Honours degree**

Students in the Bachelor of Business Administration (Aviation) program have the option of completing a Bachelor of Business Administration (Aviation) Honours degree. The following conditions apply to this program:

Students must formally apply for entry to the program after completing no fewer than 60 credits and no more than 90 credits applicable to the BBA Aviation. The program chair's approval is needed for admission. Applications after completion of more than 90 credits will only be considered under extenuating circumstances.

A CGPA of 3.5 or above on all courses applicable to the degree is required for admission, continuance and graduation.

Students must complete an additional 12 credits beyond the credits required for the BBA (Aviation) degree. These credits must come from upper-level (numbered 300-400) Business courses; upper-level courses from other areas may be counted toward this total with the program chair's approval.

Students must also complete the requirements of at least one of the Business [majors or minors](#) listed in the UFV calendar.

**Course listings**

For complete details on courses see the [course descriptions](#) section.

**Memo for Course Changes**

To: CACC, CAC, UEC

From: Ghizlane Laghzaoui, Modern Languages Institute

Date: November 23, 2017

**Subject: Proposal for revision of PUNJ 101, 102, 211**

**1. Summary of changes (select all that apply):**

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

**2. Rationale for change:**

We have identified a discrepancy between first year and second year in the Punjabi course descriptions, prerequisites and targeted audience and we are aiming at instating a progression between the two years.

In order to do so, we are submitting a minor course revision for PUNJ 101,102 and 211 and a major revision for PUNJ 210 (see corresponding memo and course outline). Description of PUNJ 210 as it is now does not specifically and clearly constitute the continuation of 102 and could potentially allow students to challenge or register in introductory courses.

Therefore, and for the purpose of PLAR, prerequisites need to be consistent throughout the four courses so that students clearly know which course to take and at what level.

**3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):**

No

**4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?**

No

**5. Which program areas have been consulted about the change(s)?**

Punjabi Instructor and Modern Languages

**6. What consideration has been given to indigenizing the curriculum?**

Students will be introduced to Indigenous history during class lectures. Some group discussion topics will focus on Indigenous issues in Canada.

**7. If this course is not eligible for PLAR, explain why:**

N/A

**8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:**

N/A

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

**9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?**

N/A

**10. Estimate of the typical costs for this course, including textbooks and other materials:**

No changes to costs are anticipated for these courses.

**CWC comments and responses:**

- Is “Modern Languages Institute” still the correct terminology?  
*Yes.*
- Why are these courses 60 hours for 3 credits?  
*Language instruction in first and second year include 15 hours seminars or lab work (plus 45 hours in class instruction). The number of hours is the same across languages to insure consistency: 1- with BCCAT and 2- of the language requirement within the new BA.*
- Are there more recent texts that should be included for any of these courses?  
*Not at this time.*



ORIGINAL COURSE IMPLEMENTATION DATE: May 2006  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PUNJ 101                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Introduction to Punjabi I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> Modern Languages Institute                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br><p>Students with little or no previous knowledge of Punjabi (Gurmukhi) will learn to read, write, and speak at a basic level. They will use the communicative approach to develop these abilities while exploring the Punjabi culture.</p> <p>Note: Students with credit for Punjabi 11 or equivalent in the last two years cannot take this course for credit except with permission of the instructor or department head. Students with credit for Punjabi 12 cannot take this course for further credit.</p>                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s): <b>See course description note</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                          |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 60</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: right;">45</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>60</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 45 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>60</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Maximum enrolment (for information only):</b> 26<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> once per year                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Dir:</b> Ghizlane Laghzaoui                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> November 23, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Read simple discourse and selected texts
2. Write short compositions and dialogues
3. Perform basic communicative tasks within the context of school and everyday life
4. Exchange basic personal information
5. Count and express numerals up to 50
6. Write and converse using a vocabulary of approximately 300 words
7. Express likes and dislikes
8. Describe and discuss beliefs and values of Punjabi culture

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

The course takes a communicative approach, dealing as much as possible with authentic language sources. Students are involved in producing Punjabi from the very first class as they work to develop the four basic skills: [i] listening to and [ii] speaking, [iii] reading and [iv] writing. Instruction includes grammatical explanations and group interaction and practice with in-class and online exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials)                                      | Title (article, book, journal, etc.)                                                      | Current ed.                         | Publisher                    | Year |
|----|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------|------------------------------|------|
| 1. | Oberio, Harjot & Binning, Sandhu.                               | Elementary Punjabi Workbook: Punjabi Script Exercises and Readings, Book 1                | <input checked="" type="checkbox"/> | Dept. of Asian studies, UBC  |      |
| 2. | Oberio, Harjot & Binning, Sandhu.                               | Elementary Punjabi Workbook: Punjabi Script Exercises and Readings, Book 2 (Lessons 1-14) | <input checked="" type="checkbox"/> | Dept. of Asian studies, UBC  |      |
| 3. | Kalra, Surjit Singh & Purewal, Navtej Kaur with Tyson-Ward, Sue | Teach Yourself Punjabi: A Complete Course in Understanding, Speaking and Writing.         | <input type="checkbox"/>            | Teach Yourself Books, London | 1999 |
| 4. | Bhardwaj, Mangat rai.                                           | Colloquial Punjabi: A Complete Language Course                                            | <input type="checkbox"/>            | Routledge, London            | 1995 |
| 5. |                                                                 | Punjabi-English Dictionary, 4 <sup>th</sup> Edition                                       | <input type="checkbox"/>            | Patiala, Punjabi University  | 1994 |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

English-Punjabi Dictionary

**Typical Evaluation Methods and Weighting**

|                           |     |              |     |                   |   |            |      |
|---------------------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:               | 30% | Assignments: | 20% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests:            | 20% | Lab work:    | %   | Field experience: | % | Shop work: | %    |
| Attendance/Participation: | 10% | Oral Exam    | 20% | Other:            | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

1. Alphabet
2. Vowel Nouns
3. Nouns (gender/plural)
4. Pronouns
5. Introduction of possessive particle
6. Interrogatives
7. Adjectives, Adverbs, Declension of Nouns, Oblique Case
8. Postpositions, Auxiliary Verbs in the Present Tense and Negation
9. Pronunciation and Communicative Situations: introductions, weather, daily activities
10. Cultural topic, Aspects of Indian Culture and family life in Punjab
11. Standard Punjabi vs. Regional Differences



ORIGINAL COURSE IMPLEMENTATION DATE: May 2006  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PUNJ 102                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Introduction to Punjabi II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> Modern Languages Institute                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Students will continue to build on basic reading and writing skills learned in PUNJ 101 and to improve their oral and listening skills while exploring the Punjabi culture. They will also be introduced to basic Punjabi grammar.<br><br>Note: Students with credit for Punjabi 12 cannot take this course for further credit.                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | One of the following: Punjabi 11, PUNJ 101, or department permission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s): <b>See course description note</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                      |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 60</b><br><b>Typical structure of instructional hours:</b> <table border="1"> <tr> <td>Lecture hours</td> <td>45</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td>15</td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>60</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>60</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Maximum enrolment (for information only):</b> 26<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Once per year                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Ghizlane Laghzaoui                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> November 23, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Read the adapted texts
2. Write sentences and paragraphs of 10 to 20 sentences
3. Use standard discourse in everyday situations
4. Count and express numerals up to 100
5. Build vocabulary to enable them to carry out day-to-day conversations
6. Engage in Punjabi conversations in a variety of environments such as school, bank, grocery store, temple etc.
7. Apply basic grammar

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

The course takes a communicative approach, dealing as much as possible with authentic language sources. Students are involved in producing Punjabi from the very first class as they work to develop the four basic skills: [i] listening to and [ii] speaking, [iii] reading and [iv] writing. Instruction includes grammatical explanations and group interaction and practice with in-class and online exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials)                                     | Title (article, book, journal, etc.)                                                         | Current ed.                         | Publisher                                | Year |
|----|----------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------|------|
| 1. | Oberoi, Harjot & Binnings, Sandhu                              | Elementary Punjabi Workbook: Punjabi Scripts, Exercises and Readings, Book 2 (lessons 15-22) | <input checked="" type="checkbox"/> | Dept. of Asian studies, UBC              |      |
| 2. | Kalra, Surjit Singh & Purewal Navtej Kaur with Tyson-Ward, Sue | Teach Yourself Punjabi: A complete Course in Understanding, Speaking and Writing             | <input type="checkbox"/>            | Teach Yourself Books, London             | 1999 |
| 3. | Bhardwaj, Mangat Rai                                           | Colloquial Punjabi: A complete Language Course                                               | <input type="checkbox"/>            | Routledge, London                        | 1995 |
| 4. |                                                                | English-Punjabi Dictionary 4 <sup>th</sup> Edition                                           | <input type="checkbox"/>            | Patiala, Punjabi University Publications | 1994 |
| 5. |                                                                |                                                                                              | <input type="checkbox"/>            |                                          |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

English-Punjabi Dictionary

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30% | Assignments: | 20% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests: | 20% | Lab work:    | %   | Field experience: | % | Shop work: | %    |
| Attendance:    | 10% | Oral Exam:   | 20% | Other:            | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

1. Revision of nouns, pronouns, adjectives, adverbs and postpositions
2. Dative case forms of pronouns
3. Past tense auxiliary forms
4. Introduction of verbs, verb roots and imperative forms
5. Present participle, present indefinite tense, present and past continuous tenses
6. Future forms of verbs, past participle (with a transitive verb form)
7. Word order, perfect tense, relative pronouns
8. Ordinal numbers
9. Pronunciation and communicative situations: personal opinion, qualities, characteristics, past events, negotiation, and description
10. Punjabi proverbs and riddles
11. Cultural topics: Exploring Indian and Pakistani marriage customs, folk songs/dances, famous Punjabis, immigration, festivals, etc.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2004  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PUNJ 211                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Intermediate Punjabi II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Department (or program if no department):</b> Modern Languages Institute                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>A continuation of PUNJ 210, and provides further study of the Punjabi (Gurmukhi) script and modern Punjabi language. This course deals with the important grammatical features of standard Punjabi and its syntax and morphology through the study of literature, criticism, and culture.                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | PUNJ 210 or department permission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 60</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">45</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>60</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 45 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>60</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only): 26</b><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Once per year                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Ghizlane Laghzaoui                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> November 23, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |



**PUNJ 211**

**University of the Fraser Valley Official Undergraduate Course Outline**

**Page 2 of 2**

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Read and discuss literary texts
2. Write essays ranging from 3-4 pages
3. Express themselves in more refined and colloquial speech
4. Have more refined knowledge of Punjabi grammar and composition
5. Describe and discuss Punjabi culture and society
6. Know idioms, sayings, and riddles
7. Apply knowledge of Punjabi culture in appropriate situations

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

The communicative methodology forms the focus of the class activities, which are learner-centered. Class is conducted in Punjabi with students working with the instructor as well as together in pairs and small groups. In addition to regular classroom activities students are to work with computerized multimedia programs.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.              | Publisher | Year |
|----------------------------|--------------------------------------|--------------------------|-----------|------|
| 1.                         | Course pack                          | <input type="checkbox"/> |           |      |
| 2.                         |                                      | <input type="checkbox"/> |           |      |
| 3.                         |                                      | <input type="checkbox"/> |           |      |
| 4.                         |                                      | <input type="checkbox"/> |           |      |
| 5.                         |                                      | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

**Typical Evaluation Methods and Weighting**

|                 |     |                |     |                     |     |            |      |
|-----------------|-----|----------------|-----|---------------------|-----|------------|------|
| Final exam:     | 30% | Assignments:   | 10% | Midterm exam:       | %   | Practicum: | %    |
| Quizzes/tests:  | 10% | Lab work:      | %   | Field experience:   | %   | Shop work: | %    |
| Research Paper: | 30% | Participation: | 10% | Class Presentation: | 10% | Total:     | 100% |

**Details (if necessary):**

Assignments 10%  
Quizzes 10%  
Participation 10%  
Class presentation 10%  
Research Paper 30%  
Final Exam 30%

**Typical Course Content and Topics**

1. Reading Punjabi texts: an introduction
2. Punjabi composition
3. Speaking like a native speaker: using colloquial speech
4. Punjabi grammar
5. How to formulate, present and defend your thesis in essay form
6. Cultural dynamics of contemporary Punjab
7. Engaging in debates
8. Evocative usage in Punjabi language
9. Idioms, sayings and riddles
10. Punjabi folklore
11. Changing patterns of Punjabi: native and diaspora cases
12. Punjabi in technical professions
13. Conclusion

**Memo for Course Changes**

To: CACC, CAC, UEC

From: Ghizlane Laghzaoui, Modern Languages Institute

Date: November 23, 2017

**Subject: Proposal for revision of PUNJ 210**

**1. Summary of changes (select all that apply):**

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

**2. Rationale for change:**

We have identified a discrepancy between first year and second year in the Punjabi course descriptions, prerequisites and targeted audience and we are aiming at reviewing the progression between the two years.

In order to do so, we are submitting a major course revision for PUNJ 210 and a minor course revision for PUNJ 101,102 and 211 (see corresponding memo and course outlines)

The intention behind the current description of PUNJ 210 was to allow students with oral fluency in Punjabi but no knowledge of writing and reading to have an entry course in the program; it is assumed to be an intermediate level of Punjabi yet it is described as introductory. As it is now, PUNJ 210 would not allow PUNJ 102 students to register in 210. By streamlining the current LOs and prerequisites of 210 with 102, the progression in the program is more consistent.

However, the students' profile addressed by the current 210 need to be taken into account as it encompasses all the students with a Punjabi heritage who cannot read or write it. To this end, we are suggesting a new course, PUNJ 209, which will fulfil the purpose of the current 210 (see corresponding memo and course outline for 209)

In summary, the description and course outline of PUNJ 210, as they are now, do not specifically and clearly constitute the continuation of 102 and could potentially allow 210 students to challenge or register in introductory courses. A change in the learning outcomes and the prerequisites is necessary in order to streamline the content between the first and the second year.

**3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):**

The learning outcomes have been reviewed in order to offer a continuation to students from 102 in the program and to reflect more accurately the intermediate level learning outcomes as we have them in other languages.

**4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?**

N/A

**5. Which program areas have been consulted about the change(s)?**

Punjabi instructor and Modern languages

**6. What consideration has been given to indigenizing the curriculum?**

Students will be introduced to Indigenous history during class lectures. Some group discussion topics will focus on Indigenous issues in Canada.

**7. If this course is not eligible for PLAR, explain why:**

N/A

**8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:**

N/A

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

**9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?**

No

**10. Estimate of the typical costs for this course, including textbooks and other materials:**

No costs will be occurring other than those for the existing 210.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2004  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PUNJ 210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Intermediate Punjabi I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Department (or program if no department):</b> Modern Languages Institute                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br><br>Designed for students who possess basic knowledge of Punjabi language. This course will introduce them to intermediate grammar and composition as well as improve their reading, writing, and speaking skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | One of the following: Punjabi 12, PUNJ 102, PUNJ 209, or department permission.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 60</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">45</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>60</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>60</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 26<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Once per year                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Ghizlane Laghzaoui                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> November 23, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**PUNJ 210**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Read and discuss class texts.
2. Write short essays ranging from 1-2 pages.
3. Use idiomatic and colloquial expressions.
4. Express themselves in a more coherent and efficient way.
5. Talk about most day to day activities such as weather, shopping, banking, education, marriages, family relations etc.
6. Expand their Punjabi vocabulary.
7. Apply intermediate grammar.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

The communicative methodology forms the focus of the class activities, which are learner-centered. Class is conducted in Punjabi with students working with the instructor as well as together in pairs and small groups. In addition to regular classroom activities students are to work with computerized multimedia programs.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)   | Current ed.              | Publisher | Year |
|----------------------------|----------------------------------------|--------------------------|-----------|------|
| 1.                         | Course pack prepared by the instructor | <input type="checkbox"/> |           |      |
| 2.                         |                                        | <input type="checkbox"/> |           |      |
| 3.                         |                                        | <input type="checkbox"/> |           |      |
| 4.                         |                                        | <input type="checkbox"/> |           |      |
| 5.                         |                                        | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |                |     |                     |     |            |      |
|----------------|-----|----------------|-----|---------------------|-----|------------|------|
| Final exam:    | 30% | Assignments:   | 20% | Midterm exam:       | %   | Practicum: | %    |
| Quizzes/tests: | 25% | Lab work:      | %   | Field experience:   | %   | Shop work: | %    |
|                |     | Participation: | 10% | Class Presentation: | 15% | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

1. Punjabi composition skills.
2. Numbers
3. Demonstrative pronouns, Interrogative particles, auxiliary verbs
4. Nouns: gender and interrogative particles; number and interrogative particles
5. Simple yes/no type questions and answers
6. Personal pronouns
7. Possessive pronouns
8. Adjectives
9. Sentence construction
10. Past, present, and future tenses
11. Writing skills
12. Introduction to colloquial Punjabi
13. Punjabi customs

**Memo for New Course**

To: CACC, CAC, UEC

From: Ghizlane Laghzaoui, Modern Languages Institute

Date: November 23, 2017

**Subject: Proposal for new course: PUNJ 209, Introduction to Punjabi writing and reading**

**1. Rationale for new course:**

This course will address the need for a course designed specifically for Punjabi speakers (domestic and international students) who have not been schooled in Punjabi and therefore, are unable to write or read it. Because of their speaking skills, they frequently do not fit as beginners nor as intermediates. This need was previously fulfilled by PUNJ 210 but, given the gap in prerequisite and in LO's between first year and second year, PUNJ 210 is readjusted as a true intermediate level (see corresponding memo and course outline) in order to offer students a consistent progression throughout the program. By offering a specifically designed course in writing and reading, students will be able to continue on with PUNJ 210 and PUNJ 211 along with students from PUNJ 102.

**2. How this new course fits into program(s):**

PUNJ 209 is an introductory course along with 101 and 102. Because it will be fulfilling the needs addressed by the current PUNJ 210, we do not anticipate any changes to the program.

*Note: Adding this course to a program will usually require a program change request.*

**3. Explain how the course learning outcomes align with the learning outcomes of the program(s):**

Program learning outcomes met by PUNJ 209 include:

- Engage in written and verbal discourse in different situations
- Read and comprehend simple discourse and selected texts
- Write short compositions and dialogues
- Think critically about beliefs and values while analyzing cultural content.

**4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?**

No

**5. Which program areas have been consulted about the course?**

The Punjabi instructor and Modern Languages

**6. If a new discipline designation is required, explain why:**

N/A

**7. What consideration has been given to indigenizing the curriculum?**

Students will be introduced to Indigenous history during class lectures. Some group discussion topics will focus on Indigenous issues in Canada.

**8. If this course is not eligible for PLAR, explain why:**

N/A

**9. Explain how each of the following will affect the budget for your area or any other area:**

- a. Credit value: 3 credits
- b. Class size limit: 28 students
- c. Frequency of offering: once per year
- d. Resources required (labs, equipment): no extras resources required

**10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?**

No

**11. Estimate of the typical costs for this course, including textbooks and other materials:**

The costs for this course would be similar to costs in PUNJ 101. Approximate textbook cost: 100\$



ORIGINAL COURSE IMPLEMENTATION DATE: September 2018  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PUNJ 209                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Introduction to Punjabi Reading and Writing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Intro to Reading and Writing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> Modern Languages Institute                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br><p>This course is specifically designed for students who can speak and understand Punjabi but are unable to read or write Gurmukhi. This is an intensive course aimed at helping students acquire a thorough knowledge of the Punjabi alphabet and vowel signs and engage in written and verbal discourse in different situations.</p> <p>Note: Students with credit for Punjabi 12 or for PUNJ 101 and/or PUNJ 102 cannot take this course for further credit.</p>                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | Basic knowledge of spoken Punjabi and department permission. Department assessment is required prior to registration.                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s): <b>See course description note</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                          |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 60</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: right;">45</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>60</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 45 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>60</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Maximum enrolment (for information only):</b> 26<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Once per year                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Ghizlane Laghzaoui                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> November 23, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 18, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |



PUNJ 209

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Read Punjabi alphabet (Gurmukhi) and vowel signs
2. Write coherent sentences and paragraphs of 10 to 20 sentences
3. Read and write Punjabi numerals up to 100
4. Know Punjabi punctuation rules
5. Give answers to simple written questions
6. Engage in written and verbal discourse in different situations
7. Correctly use basic grammar.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

The course takes a communicative approach, dealing as much as possible with authentic language sources. Students are involved in producing Punjabi from the very first class as they work to develop the four basic skills: [i] listening to and [ii] speaking, [iii] reading and [iv] writing. Instruction includes grammatical explanations and group interaction and practice with in-class and online exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials)                                     | Title (article, book, journal, etc.)                                                         | Current ed.                         | Publisher                                | Year |
|----|----------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------------|------|
| 1. | Oberoi, Harjot & Binnings, Sandhu                              | Elementary Punjabi Workbook: Punjabi Scripts, Exercises and Readings, Book 2 (lessons 15-22) | <input checked="" type="checkbox"/> | Dept. of Asian studies, UBC              |      |
| 2. | Kalra, Surjit Singh & Purewal Navtej Kaur with Tyson-Ward, Sue | Teach Yourself Punjabi: A complete Course in Understanding, Speaking and Writing             | <input type="checkbox"/>            | Teach Yourself Books, London             | 1999 |
| 3. | Bhardwaj, Mangat rai                                           | Colloquial Punjabi: A complete Language Course                                               | <input type="checkbox"/>            | Routledge, London                        | 1995 |
| 4. |                                                                | English-Punjabi Dictionary 4 <sup>th</sup> Edition                                           | <input type="checkbox"/>            | Patiala, Punjabi University Publications | 1994 |
| 5. |                                                                |                                                                                              | <input type="checkbox"/>            |                                          |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

English-Punjabi Dictionary

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |      |            |      |
|----------------|-----|--------------|-----|-------------------|------|------------|------|
| Final exam:    | 30% | Assignments: | 20% | Midterm exam:     | 20 % | Practicum: | %    |
| Quizzes/tests: | 20% | Lab work:    | %   | Field experience: | %    | Shop work: | %    |
| Participation: | 10% |              |     | Other:            | %    | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

1. Alphabet
2. Vowel Signs
3. Punjabi numerals
4. Making words using letters and vowel signs
5. Using punctuation marks
6. Sentence construction
7. Nouns: Gender, Singular-plural, Interrogative
8. Adjectives
9. Writing paragraphs
10. Writing Letters and applications
11. Writing Punjabi on computers and phones
12. Avoiding common spelling and grammar mistakes
13. Writing about past, present and future situations, conclusion.

**Memo for Course Changes**

To: Dr. Eric Spalding, Chair, Undergraduate Education Committee

From: Curtis Magnuson, Human Services Chair, School of Social Work and Human Services

Date: December 8, 2017

**Subject: Proposal for revision of HSER 192**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☒ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☒ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☒ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

Many UFV Community Support Worker (CSW) Certificate graduates obtain employment as Education Assistants in the public school system. School districts recruit Education Assistants who are well-prepared for the job. The proposed revisions to HSER 192 reflect recent changes to the BC Ministry of Education curriculum. In addition, these revisions keep pace with best practices for Special Education support services in BC schools.

EDUC 292 is being removed as an equivalent course as this course does not exist.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

The Community Support Worker Certificate program is a highly sought after credential by students and local school boards. The School of Social Work & Human Services is engaged in a variety of initiatives with local school boards to increase the number of CSW graduates who will be qualified to work in local schools as Education Assistants. These changes reflect the School's commitment to aligning the CSW curriculum to reflect that reality.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

This course is not required by students in other programs; however, Social Services Diploma students may take HSER 192 as an elective course and the School is considering making it a required

course for all Human Services students who wish to complete a practicum in the public school system.

5. Which program areas have been consulted about the change(s)?

The revised course outline was drafted by Allan Williams, a faculty member with Kwantlen Polytechnic University's Education Assistant (EA) Certificate program, who also serves as a long-time sessional instructor in UFV's CSW program. The revised outline has been approved by the Human Services Committee, the School of Social Work & Human Services Committee, and Professional Studies Faculty Council.

6. What consideration has been given to indigenizing the curriculum?

Both the course content and learning outcomes have been updated to include the experiences of Indigenous learners.

7. If this course is not eligible for PLAR, explain why:

This course is eligible for PLAR.

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

a. Credit value n/a

b. Class size limit n/a

c. Frequency of offering

This will allow the School to offer the course in any semester in which numbers warrant it.

d. Resources required (labs, equipment) n/a

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

No field trips are required for this course.

10. Estimate of the typical costs for this course, including textbooks and other materials:

Approximately \$40 for course pack plus textbook. (Approximately \$100)

**HSER 192: CWC comments and responses*****Comment 1: Why is the title of the course changing?***

In response to the first comment, the title of the course is changing so that it better reflects the learning outcomes and to reduce ambiguity caused by the word, "learners" (who could be adults, including post-secondary students), when the course content is about supporting diverse children enrolled in the K to 12 system.

Changing the title of this and some other CSW courses is also in keeping with the changing nature of CSW work, which is increasingly geared towards training Education Assistants (EAs) to work in BC schools.

The University of the Fraser Valley has partnerships with three local school districts and Metis Nation BC to provide CSW training to a cohort of Grade 12 students and a second cohort of Metis British Columbians. Revisions to the CSW curriculum are also being made in response to these partnerships.

***Comment 2: Can some additional rationale be provided that includes what specific changes to the BC curriculum are driving the need to change the course?***

In response to the second comment, the new K-12 BC curriculum at all grade levels leans toward developing competency at reflecting on and applying concepts, and away from remembering information about, for example, a specific type of disability (<https://curriculum.gov.bc.ca/>).

The current HSER 192 "typical course content and topics" section focuses mostly on information about specific types of disabilities (see HSER 192 current and proposed new course content listed below). The proposed new HSER 192 course content mostly focuses on concepts about how to best support learning for diverse students who have a variety of strengths and needs.

Related to the above change in focus for the BC K-12 curriculum, there has been a shift within the BCTF away from "special education" toward "inclusive education" for all students. For example, the Teachers of Inclusive Education - British Columbia (TIEBC), a provincial specialist association of the BC Teachers' Federation, "supports teachers in their efforts to provide an inclusive education for all students." The TIEBC was formerly known as the Special Education Association of BC (<http://www.tiebc.com/>).

Following is the current "Typical Course Content and Topics" for HSER 192:

- 1.Introduction and Expectations
- 2.Historical Perspective of Special Education

- 3.Children with Speech and Language Differences
- 4.Role of Speech Pathologist and Teaching Assistant
- 5.Children with Disabilities
- 6.Children with Intellectual Disabilities, Social Disabilities, Behavioural Consideration
- 7.Children with Special Health Care Needs, Children with Severe and Multiple Disabilities
- 8.Children with Pervasive Developmental Disorders, Autism, Sensory Issues, Learning Expectations
- 9.Mid-Term Exam
- 10.Children with Neurological Disabilities, Cerebral Palsy, Spina bifida, Epilepsy
- 11.Children with Multiple Disabilities, Considerations in Programming
- 12.Children with Behavioural Disorders, Functions of Behaviour, Record Keeping
- 13.Children with Sensory Impairments, Social and Emotional Development
- 14.Review and Discussion

Following is the proposed new “Typical Course Content and Topics” for HSER 192:

- 1.The roles of the Education Assistant in schools.
- 2.Instructional strategies.
- 3.Meaningful inclusion of diverse students.
- 4.Adapting and modifying learning activities and materials.
- 5.Visual aids for supporting learning.
- 6.Creating learning environments for Indigenous students that recognize cultural identity and self-determination.
- 7.Developing the confidence of reluctant and struggling learners.
- 8.Observing and recording student behaviour.
- 9.Multiple Intelligence Theory (Howard Gardner).
- 10.Positive Behaviour Support (PBS), and interpreting challenging behaviour as communication.
- 11.Task Analysis.
- 12.Individual Education Plans.
- 13.Professional development for the Education Assistant.



**ORIGINAL COURSE IMPLEMENTATION DATE:** October 1990  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED: (six years after UEC approval)** March 2010  
**Course outline form version: 09/15/14**

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> HSER 192                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <small>Course credit policy (105)</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Supporting Students in Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Department:</b> School of Social Work and Human Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br><br>Students will develop the skills and knowledge necessary to work effectively in schools, as directed by classroom and Learning Support teachers. They will explore the Education Assistant's role in achieving meaningful participation for diverse students in inclusive schools.                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Admission to the Community Support Worker certificate or Social Services diploma.                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">25</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">20</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 25 | Seminars/tutorials/workshops | 20 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 25        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 20        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only): 30</b><br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Margaret Coombes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> November 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 18, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Explain the various roles of an Education Assistant as a collaborative member of the school-based team.
2. Demonstrate the effective use of instructional strategies to support student learning (1-1, and small group).
3. Discuss the value of advocating for meaningful inclusion of intellectually, physically, culturally, and sexually diverse students.
4. Create adaptations and modifications for a variety of student strengths and needs.
5. Construct visual aids to enhance student engagement and learning.
6. Discuss current trends in the education of Indigenous students, as well as issues related to Indigenous colonial history.
7. Explore practices and processes that are likely to increase the confidence of students to engage in learning activities.
8. Employ observation and recording skills to create accurate descriptions of student behaviour and academic performance.
9. Articulate multiple intelligences theory as it applies to students in the classroom.
10. Explain the practise of Positive Behaviour Support (PBS) in the classroom.
11. Plan, construct, and evaluate a task analysis.
12. Identify the components of an individual education plan.
13. Formulate their own professional development goals and objectives.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

The course will be conducted in a lecture/discussion format supplemented by guest speakers and audio/visual material.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                                          | Current ed.                         | Publisher          | Year |
|----------------------------|-------------------------------------------------------------------------------|-------------------------------------|--------------------|------|
| 1. Causton-Theoharis, J.   | The paraprofessional's handbook for effective support in inclusive classrooms | <input checked="" type="checkbox"/> | Brookes Publishing |      |
| 2.                         | Course Pack                                                                   | <input checked="" type="checkbox"/> | UFV                |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 25% | Assignments: | 20% | Midterm exam:     | 25% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Case Studies:  | 30% | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

1. The roles of the Education Assistant in schools.
2. Instructional strategies.
3. Meaningful inclusion of diverse students.
4. Adapting and modifying learning activities and materials.
5. Visual aids for supporting learning.
6. Creating learning environments for Indigenous students that recognize cultural identity and self-determination.
7. Developing the confidence of reluctant and struggling learners.
8. Observing and recording student behaviour.
9. Multiple Intelligence Theory (Howard Gardner).
10. Positive Behaviour Support (PBS), and interpreting challenging behaviour as communication.
11. Task Analysis.
12. Individual Education Plans.
13. Professional development for the Education Assistant.

## Transfer Credit Request Form

Please fill out this form if transfer credit should be requested.

| <u>Institution code</u> | <u>Full Institution name</u>                     | <u>Transfer credit exists</u>       | <u>Request transfer credit</u>      |
|-------------------------|--------------------------------------------------|-------------------------------------|-------------------------------------|
| AI                      | Art Institute of Vancouver                       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| ALEX                    | Alexander College                                | <input type="checkbox"/>            | <input type="checkbox"/>            |
| ASM                     | Acsenda School of Management                     | <input type="checkbox"/>            | <input type="checkbox"/>            |
| AU                      | Athabasca University                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| CAPU                    | Capilano University                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CNC                     | College of New Caledonia                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                         | Camosun College                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| COTR                    | College of the Rockies                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| COLU                    | Columbia College                                 | <input type="checkbox"/>            | <input type="checkbox"/>            |
| COQU                    | Coquitlam College                                | <input type="checkbox"/>            | <input type="checkbox"/>            |
| DOUG                    | Douglas College                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| EC                      | Emily Carr University of Art & Design            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| FDU                     | Fairleigh Dickinson University                   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| JIBC                    | Justice Institute of BC                          | <input type="checkbox"/>            | <input type="checkbox"/>            |
| KWAN                    | Kwantlen Polytechnic University                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                         | Langara College                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| NVIT                    | Nicola Valley Institute of Technology            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| NIC                     | North Island College                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| NLC                     | Northern Lights College                          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| NWCC                    | Northwest Community College                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| OC                      | Okanagan College                                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                         | Selkirk College                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| SFU                     | Simon Fraser University                          | <input type="checkbox"/>            | <input type="checkbox"/>            |
| TRU                     | Thompson Rivers University                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| TRU-OL                  | Thompson Rivers University, Open Learning        | <input type="checkbox"/>            | <input type="checkbox"/>            |
| TWU                     | Trinity Western University                       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| UBC                     | University of British Columbia- Vancouver Campus | <input type="checkbox"/>            | <input type="checkbox"/>            |
| UBCO                    | University of British Columbia- Okanagan Campus  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| UCW                     | University Canada West                           | <input type="checkbox"/>            | <input type="checkbox"/>            |
| UNBC                    | University of Northern BC                        | <input type="checkbox"/>            | <input type="checkbox"/>            |
| UVIC                    | University of Victoria                           | <input type="checkbox"/>            | <input type="checkbox"/>            |
| VCC                     | Vancouver Community College                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| VIU                     | Vancouver Island University                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
|                         | Yukon College                                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Visit [www.bccat.ca/articulate/additions/upperpolicy](http://www.bccat.ca/articulate/additions/upperpolicy) for a list of the institutions that will articulate upper-level courses.

For further information on identifying appropriate receiving institutions, please see the following webpage: [http://bccat.ca/info/handbook/pages/identifying-appropriate-receiving-institutions?in\\_handbook=241](http://bccat.ca/info/handbook/pages/identifying-appropriate-receiving-institutions?in_handbook=241)



**Memo for Course Changes**

To: Alisa Webb, CACC

From: Shelley Stefan, VA department head

Date: October 20, 2017

**Subject: Proposal for revision of AH 315 Arts in Context: Contemporary**

1. Summary of changes (select all that apply):
  - ☒ Six-year review
  - ☐ Number and/or course code
  - ☐ Credits and/or total hours
  - ☐ Title
  - ☒ Calendar description
  - ☒ Prerequisites and/or co-requisites
  - ☐ Frequency of course offering
  - ☐ Learning outcomes
  - ☒ Delivery methods and/or texts and resource materials
  - ☐ PLAR options, grading system, and/or evaluation methods
  - ☐ Discontinuation of course
  - ☐ Other – Please specify:
2. Rationale for change:
  - a. To shorten the calendar description; lower the prerequisites to allow for greater access; align learning outcomes with BA learning outcomes for Visual Communication
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):
  - a. Learning Outcomes have been clarified and brought into alignment with institutional wording standards
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? N/A
5. Which program areas have been consulted about the change(s)? N/A
6. What consideration has been given to indigenizing the curriculum?
  - a. Indigenous content and issues are addressed in examining the representation of Indigenous peoples, narratives and lands in contemporary imagery.
7. If this course is not eligible for PLAR, explain why: N/A
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: N/A
  - a. Credit value
  - b. Class size limit

- c. Frequency of offering
  - d. Resources required (labs, equipment)
- 9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. Optional field trips may be offered by the department at no cost to students.
- 10. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. UFV tuition
  - b. approx. \$100 in textbooks



ORIGINAL COURSE IMPLEMENTATION DATE: January 1995  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> AH 315                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Arts in Context: Contemporary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> Visual Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>After the end of WWII, Western cultures faced challenges and diversification as never before. This course considers the production, circulation, and reception of contemporary arts in their relation to social upheaval, political movements, emerging critical thought, and globalization.                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | 9 credits of 100- and/or 200-level Art History, or 45 university-level credits.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 60</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture hours</td> <td style="text-align: center;">40</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: center;"><b>60</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 40 | Seminars/tutorials/workshops | 20 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>60</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 40        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Maximum enrolment (for information only): 25</b><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Shelley Stefan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> June 15, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

AH 315

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes

Upon successful completion of this course, students will be able to:

- Articulate a knowledge of the production, circulation and reception of visual arts and culture since the end of WW II
- Define and use a specialized vocabulary to describe contemporary visual arts and culture
- Demonstrate a familiarity with the origins of some of the key historical and contemporary methodologies and theoretical trends in visual arts and culture
- Describe, interpret, and analyze visual arts and culture in relation to its socio-political context
- Engage critically in the analysis of visual contemporary arts communication
- Demonstrate research, critical thinking, and writing skills in discussions, presentations, and written projects

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

## Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)

The course will use a combination of lectures, seminars & presentations, discussions, exercises, readings and optional field trips.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

## Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)

| Author (surname, initials) | Title (article, book, journal, etc.)                                                            | Current ed.              | Publisher           | Year |
|----------------------------|-------------------------------------------------------------------------------------------------|--------------------------|---------------------|------|
| 1. Brian Wallis (ed)       | <i>Art After Modernism: Rethinking Representation (Documentary Sources in Contemporary Art)</i> | <input type="checkbox"/> | David Godine Pub    | 2007 |
| 2. David Hopkins           | <i>After Modern Art 1945-2000</i>                                                               | <input type="checkbox"/> | Oxford Press        | 2000 |
| 3. Hal Foster              | <i>Art Since 1900: 1945 to Present, 3<sup>rd</sup>. ed</i>                                      | <input type="checkbox"/> | Thames & Hudson     | 2016 |
| 4. Hal Foster              | <i>The Return of the Real. The Avant-Garde at the End of the Century</i>                        | <input type="checkbox"/> | MIT                 | 1996 |
| 5. Francis Francina        | <i>Modernism in Dispute. Art since the Forties</i>                                              | <input type="checkbox"/> | Yale UP & Open Univ | 1993 |

## Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)

## Typical Evaluation Methods and Weighting

|                 |     |                                    |     |                   |     |            |      |
|-----------------|-----|------------------------------------|-----|-------------------|-----|------------|------|
| Final exam:     | 20% | Assignments:                       | %   | Midterm exam:     | 20% | Practicum: | %    |
| Quizzes/tests:  | %   | Lab work:                          | %   | Field experience: | %   | Shop work: | %    |
| Research essay: | 30% | Seminar presentation & assignment: | 25% | Participation:    | 5%  | Total:     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

Weeks 1-3:

European émigrés in America – the impact of existentialism and the prospect of Modernist assumptions of universality in the arts

European abstraction in the 1950s and 1960s and the return of the figurative

The Sixties: growing cynicism toward cultural institutions and canons; pop art and photo realism

Weeks 4-7:

The impact of Clement Greenberg's theories of 'high art' vs. 'kitsch'; Minimalism and the investigation of materials

The seventies and the politics of Postmodernism; greater visibility in Anglo-American cultural venues of politically marginalized groups

Weeks 8-12:

Issues of representation and the body

Inter-disciplinarity, performance art, and new media

Appropriations and transgressions in the 1980s and 1990s

Cultural identities and globalization 2002 to present day

**Memo for New Course**

To: Alisa Webb, CACC

From: Shelley Stefan, VA Department Head

Date: November 15, 2017

**Subject: Proposal for new course VA 395 – Special Topics**

1. Rationale for new course:
  - a. The VA Department has prioritized a new course which will offer students studio experience in special topics not otherwise offered in our curriculum. This meets the current demand for innovative and special topic disciplines to enter into our studio arts curriculum based on demand, trends, faculty expertise, and new forms of research. This studio based special topics course will provide opportunities for students to highlight individualized practices and broaden their experience of specialized and contemporary art at UFV.
2. How this new course fits into program(s):
  - a. This course is an upper level studio elective for students

*Note: Adding this course to a program will usually require a program change request.*
3. Explain how the course learning outcomes align with the learning outcomes of the program(s):
  - a. This course provides students with specialized knowledge and access to valuable lessons in art making today. The special topics disciplines which will be highlighted in this course serve to complement the formal and conceptual breadth our students and thereby enhance the strength of our programs.
4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?
  - a. Not applicable
5. Which program areas have been consulted about the course?
  - a. Visual Arts Program Committee
6. If a new discipline designation is required, explain why:
7. What consideration has been given to indigenizing the curriculum?
  - a. The members of the VA department are taking several steps to indigenize the curriculum, as evidenced in our programming, our course content, and our activities in the community. This course provides an extension of these goals by providing Indigenous content and cultural sensitivity both inside and outside the classroom.
8. If this course is not eligible for PLAR, explain why:
  - a. Not applicable

9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value - no affect
  - b. Class size limit – no affect
  - c. Frequency of offering – no affect
  - d. Resources required (labs, equipment) – use existing resources
10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. No applicable
11. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. UFV tuition
  - b. Textbooks and materials – approximately \$100



ORIGINAL COURSE IMPLEMENTATION DATE: September 2018  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|----|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> VA 395                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Course Full Title:</b> Special Topics in Visual Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department (or program if no department):</b> Visual Arts                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Calendar Description:</b><br><p>This course gives students access to a specialized studio arts practice. The specific topic of the course will vary as opportunities permit.</p> <p>This course will be offered under different letter designations (e.g. C-Z) representing different topics. This course may be repeated for credit provided the letter designation differs.</p>                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | 6 credits of VA or 45 university-level credits.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="#">bctransferguide.ca</a> . |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Total Hours: 60</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: right;">10</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">10</td></tr> <tr><td>Laboratory hours</td><td style="text-align: right;">40</td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>60</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10 | Seminars/tutorials/workshops | 10 | Laboratory hours | 40 | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>60</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input checked="" type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 40        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Maximum enrolment (for information only): 25</b><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Every other year                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Department / Program Head or Director:</b> Shelley Stefan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> September 29, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                             |

VA 395

University of the Fraser Valley Official Undergraduate Course Outline

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**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Demonstrate skills in the designated studio practice
- Experiment with studio processes
- Exhibit competence in the use of a variety of relevant studio materials
- Articulate the significance of the special topic studio practice in art historical and/or theoretical applications
- Develop a personal approach to art studio processes
- Receive, and respond to the ideas and feedback of others
- Present on formal and conceptual elements of the designated studio practice
- Outline aspects of contemporary discourse as it relates to the special topic of the course

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, in-class exercises, independent projects, critiques, slide presentations, sketchbook assignments, demonstrations, readings, discussions.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)                         | Title (article, book, journal, etc.)    | Current ed.              | Publisher     | Year |
|----------------------------------------------------|-----------------------------------------|--------------------------|---------------|------|
| 1. Textbooks dependent on course content. Example: | Chromaphilia: The Story of Color in Art | <input type="checkbox"/> | Phaidon Press | 2017 |
| 2.                                                 |                                         | <input type="checkbox"/> |               |      |
| 3.                                                 |                                         | <input type="checkbox"/> |               |      |
| 4.                                                 |                                         | <input type="checkbox"/> |               |      |
| 5.                                                 |                                         | <input type="checkbox"/> |               |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Supplies vary by instructor. List will be given to students on the first day of class.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | %   | Assignments: | 80% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | % | Shop work: | %    |
| Critiques:     | 10% | Attendance:  | 10% | Other:            | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Sample class breakdown:

|            |                                              |
|------------|----------------------------------------------|
| Week 1     | Introduction, protocols, procedures          |
| Week 2     | Special topic studio practice demonstrations |
| Week 3     | Studio activities and research               |
| Week 4-5   | Studio activities and research, guest artist |
| Week 6     | Presentations and critiques                  |
| Week 7-9   | Special topic studio practice demonstrations |
| Week 10-12 | Studio activities and research               |
| Week 13    | Presentations and critiques                  |



**Memo for Program Changes**

To: Undergraduate Education Committee  
From: Dr. Vandy Britton, Teacher Education department (TED)  
Date: November 10, 2017

**Subject: Program change (Bachelor of Education)**

**1. Summary of changes (select all the apply):**

- ☐ Program revision that requires new resources
- ☐ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify: Admission requirements remain the same, however, applicants will now be allowed to take EDUC 200 in the winter semester, rather than having it be completed by December 31<sup>st</sup>.

2. **Rationale for change(s):** We have two departmental pre-requisites to the UFV Bachelor of Education: EDUC 200 and EDUC 300. The TED currently requires prospective students to have completed EDUC 200 by the end of the Fall Semester, prior to being able to apply to the BEd. As such, our admissions procedures favour current UFV students who are in the process of completing their undergraduate degrees. Since EDUC 200 is a pre- or co-requisite to EDUC 300, allowing students to take both of these courses in the Winter Semester before applying to the BEd makes it easier for individuals who already have degrees to apply as they are just requiring these two courses for admission to the program. The current notation in the calendar is confusing for students, and the department would like to allow students to take these two courses in the Winter Semester, while their application to the BEd is being reviewed.
3. **If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:** N/A
4. **What consideration has been given to indigenizing the curriculum?** N/A
5. **Will additional resources be required? If so, how will these costs be covered?** N/A
6. **How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?**

This change will remove a barrier for students. The current process requires students to complete EDUC 200 and EDUC 300 over two consecutive semesters. This change will now allow them to complete these courses concurrently in the one semester.

7. **Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?** N/A

8. **Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)**

The TED is currently offering the same number of sections for each course. From an enrolment management perspective, the department will monitor enrolment in these two courses for both the Fall and the Winter sections, in order to ensure that a good balance is met between student demand for seats in these courses and the number of sections that the department can offer each year. Scheduling of these courses will also be done in a way that allows students the ability to take both EDUC 200 and EDUC 300 in the same semester.

9. **Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.** N/A

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.



Office of Dean, Tracy Ryder Glass  
Faculty of Professional Studies  
Phone: 604-851-6341  
Email: tracy.ryderglass@ufv.ca

## **Memo**

**To:** Senate Budget Committee

**From:** Tracy Ryder Glass  
Dean, Faculty of Professional Studies

**Re:** Department of Teacher Education  
Proposed Calendar changes to the Bachelor of Education

**Date:** November 15, 2017

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The Teacher Education Department proposes a change to the calendar copy allowing prospective students to complete EDUC 200 and 300 (admission pre-requisites) concurrently in one semester as opposed to over two consecutive semesters thereby removing a barrier for potential applicants.

No new resources are required in order to make these changes and therefore there are no budgetary implications for the Teacher Education Department or the Faculty of Professional Studies.

A handwritten signature in black ink, appearing to read "Tracy Ryder Glass".

**Current Calendar Copy**

**Academic entrance requirements (BEd Elementary/Middle)**

Completion of a four-year bachelor degree from a recognized institution, to include 12 credits of 300 or 400 level courses in teachable subject areas (see Note)

- 3 credits of English composition
- 3 credits of English literature
- 3 credits of Canadian history
- 3 credits of Canadian geography
- 4 credits of an approved laboratory science course
- 4 credits of Math for the Elementary School Teacher (MATH 105)
- 3 credits of Educational Psychology (EDUC 200)
- 4 credits of Introduction to Best Practices in Teaching and Learning (EDUC 300)

Note: All applicants must meet the course requirements of the TRB to qualify for professional certification. The required Bachelor's degree needs to include a minimum of 120 credits. Twelve credits of third- and fourth-year courses have to be from teachable subject areas: English, math, science, physical education, social studies (any combination of anthropology, geography, history, political science, or sociology), French, visual arts, and theatre.

~~All courses mentioned above, except EDUC 300, must be completed one full semester prior to beginning the BEd. With the exception of EDUC 200 and EDUC 300, all other elementary breadth courses need to~~  
~~must be completed by December 31 prior to applying to the BEd.~~

**Academic entrance requirements (BEd Secondary)**

Completion of a four-year bachelor degree from a recognized institution, to include at least one teachable area consisting of a major or a minor in one of English, Social Studies, Mathematics, or Sciences

- 3 credits in English composition
- 3 credits in English literature
- 3 credits of Educational Psychology (EDUC 200)
- 4 credits of Introduction to Best Practices ~~of in~~ Teaching and Learning (EDUC 300)

Note: The English requirements ~~and EDUC 200~~ must be completed by December 31 prior to applying to the BEd.

**Basis for admission decision**

The Admissions Committee will consider each application.

Each applicant must meet all academic requirements. In addition, applicants are evaluated based upon the four additional admission criteria as outlined under “Other requirements”. The overall, summative score determines who will be admitted to the BEd. A waitlist will also be generated for each intake.

Conditional acceptance may be offered if students are still completing their Bachelor’s degree and/or EDUC 200 and EDUC 300 prior to beginning the BEd in September. Proof of completion of ALL entrance requirements is due by mid-May.

**Memo for New Course**

To: CACC, CAC, and Jacqueline Nolte

From: Alisa Webb, Associate Dean of Students and Chair of CACC

Date: October 23, 2017

**Subject: Proposal for new course IDS 100: Interdisciplinary Studies I**

1. Rationale for new course:

Discussions have been taking place at UFV for quite some time about the value of interdisciplinary learning and the benefits of breaking down disciplinary siloes in order to explore themes and issues. In response, Arts revised a long dormant course – IDS 400 – and made it available for use as of January 2016. To date, we have offered 2 sections of IDS 400: one focused on youth and elections and one tied to the Witness Blanket. The winter semester will see two new offerings: one looking at Canada 150 and one looking at youth and municipal involvement. IDS 400 has proved to be a good shell course which provides the opportunity for 2 or more faculty to work together on a theme or issue. Student response, too, has been good.

As faculty engage in teaching IDS 400, they note the need for lower-level versions of the course to introduce interdisciplinary thinking to students earlier in their degrees and start building interdisciplinary and integrative knowledge before the 400-level. The past year has also seen two faculty-generated proposals discussed which did not fit neatly into an existing course; IDS 100 would be an ideal vehicle.

It is our plan to continue to assess the effectiveness of IDS 400 and to assess IDS 100, once offered, to determine the feasibility of continuing to grow these offerings (such as adding an IDS 200 and/or IDS 300).

Arts currently has a kind of interdisciplinary course on the books: ARTS 100. ARTS 100 was offered twice, both times bringing together a faculty member from English and another from Anthropology. ARTS 100 was 9 credits, with a 72 student cap. The course satisfied the BA writing and reasoning requirements and was intended to act as a kind of cohort, first-year experience course – although all contained within one semester. While there was much that was good about the course, students and the instructors noted that the course tried to do too much, that 9 credits was a big risk for students new to UFV (i.e. they received a single grade as it was one course), and that a 9-credit course with 72 students presented logistical issues. Further, students had different motivations for taking ARTS 100; some saw it as a type of transitional program that might support their movement into post-secondary, while others saw it as intensive, high-level learning experience. This made it challenging for the course instructors.

We initially considered revising ARTS 100 and I worked with a few different faculty members and reviewed the feedback from the two ARTS 100 offerings. In the end, it made the most sense to start fresh. Our intention is to request discontinuance of ARTS 100.

Note: just as with IDS 400, while Arts “owns” the course, it could be used by any faculty.

2. How this new course fits into program(s):

At this time, IDS 100 could be used as elective credit in any credential. Further, IDS 100 would satisfy the critical thinking requirement in the BA, providing an additional option for students.

The long-term vision in Arts is to see students taking more interdisciplinary courses. Such courses provide an opportunity to students to come to understand disciplines through a compare and contrast methodology. They also highlight to students the necessity of a multi- and inter-disciplinary approach to “big questions” and “wicked problems” – those issues facing our society and world that cannot be easily answered by relying on the work of a single discipline. Further, research by individuals such as Jan Meyer, Ray Land, and Glynis Cousins shows that learning about disciplines through an interdisciplinary approach actually helps students to understand the threshold concepts of a discipline. Several North American universities have encouraged and adopted this approach, with the California State University System and the California Community Colleges Success Network showing the benefits of this type of approach.

If passed, the BFA could be encouraged to consider adding IDS 100 as an option to meet the reasoning requirement in the degree.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The course supports the following BA program outcomes:

- Analyze critically and imaginatively – the course provides foundational learning in critical thinking
- Initiate inquiries and develop solutions to problems – the course outcomes state that students will undertake an inquiry-based approach
- Integrate their learning – students will integrate knowledge of two disciplines in order to explore a particular question or theme

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

No

5. Which program areas have been consulted about the course?

Several faculty have reviewed drafts of this course and provided feedback.

6. If a new discipline designation is required, explain why:

N/A

7. What consideration has been given to indigenizing the curriculum?

IDS 100 is a shell course open to exploration of any theme or issue; content will vary with instructor(s).

8. If this course is not eligible for PLAR, explain why:

N/A

9. Explain how each of the following will affect the budget for your area or any other area:

a. Credit value

3 credits

b. Class size limit

36

c. Frequency of offering

Annually

d. Resources required (labs, equipment)

None

We envision offering 1-2 sections of IDS 100 annually, dependent on faculty and student interest. At 3-credits and 36 students, the course should break even, provided sufficient enrolment. There could be a small impact on Philosophy enrolments if IDS 100 is offered; at present, PHIL 100 is the only course approved as meeting the foundational writing requirement in the BA, so, in semesters when an IDS 100 is offered, this might pull students away from PHIL 100.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

No

11. Estimate of the typical costs for this course, including textbooks and other materials:

Varies with instructor – likely no more than \$100





ORIGINAL COURSE IMPLEMENTATION DATE: September 2018  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> IDS 100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Course Full Title:</b> Interdisciplinary Studies I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Faculty:</b> College of Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Department (or program if no department):</b> College of Arts Curriculum Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Calendar Description:</b><br><br>Students will take an interdisciplinary and inquiry-based approach to considering a particular theme, learning to integrate knowledge and perspectives from more than one discipline, while developing foundational skills in critical thinking.<br><br>Note: This course will be offered under different letter designations (e.g. C-Z) representing different topics. This course may be repeated for credit provided the letter designation differs.                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, repeat(s) <input checked="" type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i><br><br><b>Maximum enrolment (for information only):</b> 36<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Department / Program Head or Director:</b> CACC Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date approved:</b> October 23, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Date approved:</b> November 3, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Date of posting:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Dean/Associate VP:</b> Dr. Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date approved:</b> November 3, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**IDS 100**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Evaluate argument structures and their supporting evidence;
2. Examine context, perspective, and assumptions when evaluating and making arguments;
3. Construct rational arguments appropriate to the context;
4. Acknowledge contradictory arguments and evidence;
5. Connect information, concepts, and examples from more than one discipline around a particular theme;
6. Explain how at least two disciplines differ in their approach to a problem, question, or theme;
7. Articulate the benefits of exploring topics from more than one disciplinary perspective; and
8. Use an inquiry-based approach to formulate and research a question related to the course theme.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, class discussions and activities, use of audio-visual materials, inquiry-based learning, and in-class workshops

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)         | Title (article, book, journal, etc.)                   | Current ed.                         | Publisher | Year |
|------------------------------------|--------------------------------------------------------|-------------------------------------|-----------|------|
| 1. Stearns, P.                     | Childhood in World History                             | <input checked="" type="checkbox"/> | Routledge | 2016 |
| 2. Wyness, M.                      | Childhood and Society                                  | <input checked="" type="checkbox"/> | Palgrave  | 2011 |
| 3. Butterworth, J and Thwaites, G. | Thinking Skills: Critical Thinking and Problem Solving | <input checked="" type="checkbox"/> | Cambridge | 2013 |
| 4.                                 |                                                        | <input type="checkbox"/>            |           |      |
| 5.                                 |                                                        | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 15% | Assignments: | 70% | Midterm exam:     | 15% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Other:         | %   | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

An example of a theme for IDS 100: Childhood

Module one: Global History of Childhood

Module two: Children and Society: Social Structures, Institutions, and Socialization around the globe

Module three: History, Sociology, and Childhood: Bringing it all together

Note: Alongside exploration of the theme, direct attention must be paid to teaching and developing critical thinking skills throughout the entirety of the course.

IDS 100

University of the Fraser Valley Transfer Credit Request Form

## Transfer Credit Request Form

Please fill out this form if transfer credit should be requested.

| <u>Institution code</u> | <u>Full Institution name</u>                     | <u>Transfer credit exists</u> | <u>Request transfer credit</u>      |
|-------------------------|--------------------------------------------------|-------------------------------|-------------------------------------|
| AI                      | Art Institute of Vancouver                       | <input type="checkbox"/>      | <input type="checkbox"/>            |
| ALEX                    | Alexander College                                | <input type="checkbox"/>      | <input type="checkbox"/>            |
| ASM                     | Acsenda School of Management                     | <input type="checkbox"/>      | <input type="checkbox"/>            |
| AU                      | Athabasca University                             | <input type="checkbox"/>      | <input type="checkbox"/>            |
| CAPU                    | Capilano University                              | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| CNC                     | College of New Caledonia                         | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| COTR                    | College of the Rockies                           | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| COLU                    | Columbia College                                 | <input type="checkbox"/>      | <input type="checkbox"/>            |
| COQU                    | Coquitlam College                                | <input type="checkbox"/>      | <input type="checkbox"/>            |
| DOUG                    | Douglas College                                  | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| EC                      | Emily Carr University of Art & Design            | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| FDU                     | Fairleigh Dickinson University                   | <input type="checkbox"/>      | <input type="checkbox"/>            |
| JIBC                    | Justice Institute of BC                          | <input type="checkbox"/>      | <input type="checkbox"/>            |
| KWAN                    | Kwantlen Polytechnic University                  | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| NVIT                    | Nicola Valley Institute of Technology            | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| NIC                     | North Island College                             | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| NLC                     | Northern Lights College                          | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| NWCC                    | Northwest Community College                      | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| OC                      | Okanagan College                                 | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| SFU                     | Simon Fraser University                          | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| TRU                     | Thompson Rivers University                       | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| TRU-OL                  | Thompson Rivers University, Open Learning        | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| TWU                     | Trinity Western University                       | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| UBC                     | University of British Columbia- Vancouver Campus | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| UBCO                    | University of British Columbia- Okanagan Campus  | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| UCW                     | University Canada West                           | <input type="checkbox"/>      | <input type="checkbox"/>            |
| UNBC                    | University of Northern BC                        | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| UVIC                    | University of Victoria                           | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| VCC                     | Vancouver Community College                      | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |
| VIU                     | Vancouver Island University                      | <input type="checkbox"/>      | <input checked="" type="checkbox"/> |

Visit [www.bccat.ca/articulate/additions/upperpolicy](http://www.bccat.ca/articulate/additions/upperpolicy) for a list of the institutions that will articulate upper-level courses.

For further information on identifying appropriate receiving institutions, please see the following webpage:  
[http://bccat.ca/info/handbook/pages/identifying-appropriate-receiving-institutions?in\\_handbook=241](http://bccat.ca/info/handbook/pages/identifying-appropriate-receiving-institutions?in_handbook=241)

**Memo for New Course**

To: CACC, CAC, and Jacqueline Nolte

From: Alisa Webb, Associate Dean of Students and Chair of CACC

Date: November 9, 2017

**Subject: Proposal for new courses IDS 200: Interdisciplinary Studies II and IDS 300: Interdisciplinary Studies III**

1. Rationale for new courses:

Discussions have been taking place at UFV for quite some time about the value of interdisciplinary learning and the benefits of breaking down disciplinary siloes in order to explore themes and issues. In response, Arts revised a long dormant course – IDS 400 – and made it available for use as of January 2016. To date, we have offered 2 sections of IDS 400: one focused on youth and elections and one tied to the Witness Blanket. The winter semester will see two new offerings: one looking at Canada 150 and one looking at youth and municipal involvement. IDS 400 has proved to be a good shell course which provides the opportunity for 2 or more faculty to work together on a theme or issue. Student response, too, has been good.

As faculty engage in teaching IDS 400, they note the need for prior versions of the course to introduce interdisciplinary thinking to students earlier in their degrees and start building interdisciplinary and integrative knowledge before the 400-level. To this end, the first of these courses – IDS 100: Interdisciplinary Studies I – is moving its way through the curriculum process.

Arts also wishes to add IDS 200 and IDS 300.

- IDS 200 provides an introduction to interdisciplinary thinking, but without the stipulation to meet the foundational critical thinking requirement for the BA as is the case in IDS 100.
- IDS 300 emphasizes interdisciplinary thinking around a student-defined question. As an inquiry-based course, the shell provides the opportunity for faculty to teach interdisciplinary thinking and facilitate student-defined projects, with students defining what they want to explore.

Outcome comparison:

| IDS 200                                                                                                       | IDS 300                                                                                                       |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Examine context, perspective, and assumptions when evaluating and making arguments in two or more disciplines | Examine context, perspective, and assumptions when evaluating and making arguments in two or more disciplines |
| Connect information, concepts, and examples from more than one discipline around a particular theme           | Synthesize knowledge and evidence from two or more disciplines                                                |
|                                                                                                               | Integrate conflicting insights from two or more disciplines                                                   |
|                                                                                                               | Draw conclusions by combining learning from two or more disciplines                                           |

|                                                                                                    |                                                              |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Explain how at least two academic fields differ in their approach to a problem, question, or theme | Use methods from more than one discipline                    |
|                                                                                                    | Define a big question which crosses disciplinary boundaries  |
|                                                                                                    | Use diverse sources to explore an interdisciplinary question |
| Produce interdisciplinary work on a theme                                                          | Produce balanced interdisciplinary work                      |
| Articulate the benefits of exploring topics from more than one disciplinary perspective            |                                                              |

Note: just as with IDS 100 and 400, Arts “owns” the courses, but they could be used by any faculty.

2. How this new course fits into program(s):

At this time, IDS 200 and 300 could be used as elective credit in any credential. Further, practice around IDS 400 is to liaise with programs on the particular topic to be considered to determine if disciplinary credit can be awarded for students who successfully complete the course. For example, IDS 400e, running Winter 2018, can be used to satisfy requirements in Indigenous Studies, Theatre, Kinesiology, History, English, Art History, General Studies, Arts, and Visual Arts.

The long-term vision in Arts is to see students taking more interdisciplinary courses. Such courses provide an opportunity for students to come to understand disciplines through a compare and contrast methodology. They also highlight to students the necessity of a multi- and inter-disciplinary approaches to “big questions” and “wicked problems” – those issues facing our society and world that cannot be easily answered by relying on the work of a single discipline. Further, research by individuals such as Jan Meyer, Ray Land, and Glynis Cousins shows that learning about disciplines through an interdisciplinary approach actually helps students to understand the threshold concepts of a discipline. Several North American universities have encouraged and adopted this approach, with the California State University System and the California Community Colleges Success Network showing the benefits of this type of approach.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

Both courses support the following BA program outcomes:

- Analyze critically and imaginatively
- Initiate inquiries and develop solutions to problems
- Integrate their learning
- Use knowledge and skills proficiently
- Communicate effectively

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

No

5. Which program areas have been consulted about the course?

Several faculty have reviewed drafts of these courses and provided feedback.

6. If a new discipline designation is required, explain why:

N/A

7. What consideration has been given to indigenizing the curriculum?

IDS 200 and 300 are shell course open to exploration of any theme or issue; content will vary with instructor(s).

8. If this course is not eligible for PLAR, explain why:

N/A

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value

3 credits

- b. Class size limit

IDS 200 = 36

IDS 300 = 30

- c. Frequency of offering

Annually

- d. Resources required (labs, equipment)

None

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

No

11. Estimate of the typical costs for this course, including textbooks and other materials:

Varies with instructor – likely no more than \$100

**CWC comments and responses:**

- Please provide additional details regarding the consultation with other program areas, particularly since these courses will take enrollments from other areas.

*The IDS slate of courses has been discussed with department heads, their respective departments, CAC, and CACC. Ideas for IDS courses were generated by department heads,*

*include an approach to scaffolding outcomes and considering foci by level. The outlines went through various iterations before arriving at those approved by department heads and CACC.*

*In terms of enrolments, departments see IDS courses as a chance for faculty to still teach disciplinary topic and themes and meet workload, but in an interdisciplinary course. It is not intended for IDS courses to replace expertise in the disciplines, but rather to provide shells for interdisciplinary work already taking place and to encourage more of this type of thinking.*

- IDS 300: If students self-identify the topics as indicated in the course description, what will be lectured on for 15 hours? Should this course be 45 seminar hours instead?

*Because IDS 300 requires students to formulate their own interdisciplinary big question, they need a solid grounding in how to approach interdisciplinary studies. The course does not require IDS 100 or 200 as a pre-req, so we cannot assume that students have background in interdisciplinary approaches, methods, or studies. Further, the goal in IDS 300 is to see students define their projects from an interdisciplinary perspective; in IDS 100 and 200, this work is done for them by the faculty member. Faculty identify the theme and disciplinary perspectives and students build a topic within those parameters. In IDS 300, the faculty member is the expert on interdisciplinary approaches, now teaching the methods, theories, etc. of interdisciplinary studies, thereby allowing the students to do all of the work related to their self-defined project – from defining their question and determining appropriate perspectives to include, to doing balanced research and producing interdisciplinary writing.*

*“Lecture” time, therefore, which would include discussion time, provides an opportunity to review textbook readings (on Interdisciplinary Studies), get clarification on methods, theories, and approaches, and provide students with direction on undertaking interdisciplinary projects.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2018  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> IDS 200                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Course Full Title:</b> Interdisciplinary Studies II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Faculty:</b> College of Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Department (or program if no department):</b> College of Arts Curriculum Committee |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Calendar Description:</b><br><br>Students will take an interdisciplinary and inquiry-based approach to considering a particular theme, learning to integrate knowledge and perspectives from more than one discipline in order to produce interdisciplinary work.<br><br>Note: This course will be offered under different letter designations (e.g. C-Z) representing different topics. This course may be repeated for credit provided the letter designation differs.                                                                                    |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 15 university-level credits.                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | None                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | None                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                         |                                                                                       | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1"> <tr> <td>Lecture hours</td> <td>25</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td>20</td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>45</b></td> </tr> </table> |                                                                                       | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 25 | Seminars/tutorials/workshops | 20 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, repeat(s) <input checked="" type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i><br><br><b>Maximum enrolment (for information only):</b> 36<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 25                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>45</b>                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Department / Program Head or Director:</b> CACC Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Dean/Associate VP:</b> Dr. Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



**IDS 200**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Examine context, perspective, and assumptions when evaluating and making arguments in at least two disciplines;
2. Connect information, concepts, and examples from more than one discipline around a particular theme;
3. Explain how at least two academic fields differ in their approach to a problem, question, or theme;
4. Articulate the benefits of exploring topics from more than one disciplinary perspective; and
5. Produce interdisciplinary work on a theme.

**Prior Learning Assessment and Recognition (PLAR)**
☒ Yes      ☐ No

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, class discussions and activities, use of audio-visual materials, inquiry-based learning, and in-class workshops.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher    | Year |
|----|----------------------------|--------------------------------------|-------------------------------------|--------------|------|
| 1. | Kaplan, T.                 | Democracy: A World History           | <input checked="" type="checkbox"/> | Oxford       | 2014 |
| 2. | Benhabib, S.               | Democracy and Difference             | <input checked="" type="checkbox"/> | Princeton UP | 1996 |
| 3. |                            |                                      | <input type="checkbox"/>            |              |      |
| 4. |                            |                                      | <input type="checkbox"/>            |              |      |
| 5. |                            |                                      | <input type="checkbox"/>            |              |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 15% | Assignments: | 70% | Midterm exam:     | 15% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Other:         | %   | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

An example of a theme for IDS 200: Democracy

Module one: Political and Ideological Frameworks and History

Module two: Global Case Studies in Democracy: Past and Present

Module three: Bringing it all Together



ORIGINAL COURSE IMPLEMENTATION DATE: September 2018  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> IDS 300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Course Full Title:</b> Interdisciplinary Studies III                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Faculty:</b> College of Arts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Department (or program if no department):</b> College of Arts Curriculum Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Calendar Description:</b><br><br>Students embrace interdisciplinary thinking by self-identifying big questions within the dominant theme of the course and exploring them through two or more disciplinary perspectives.<br><br>Note: This course will be offered under different letter designations (e.g. C-Z) representing different topics. This course may be repeated for credit provided the letter designation differs.                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 45 university-level credits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                             | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: right;">15</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">30</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 15 | Seminars/tutorials/workshops | 30 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, repeat(s) <input checked="" type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i><br><br><b>Maximum enrolment (for information only):</b> 30<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Department / Program Head or Director:</b> CACC Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Dean/Associate VP:</b> Dr. Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**IDS 300**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Examine context, perspective, and assumptions when evaluating and making arguments in two or more disciplines;
2. Synthesize knowledge and evidence from two or more disciplines;
3. Integrate conflicting insights from two or more disciplines;
4. Draw conclusions by combining learning from two or more disciplines;
5. Use methods from more than one discipline;
6. Define a big question which crosses disciplinary boundaries;
7. Use diverse sources to explore an interdisciplinary question; and
8. Produce balanced interdisciplinary work.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Class discussions and activities, in-class workshops, student-directed learning, and inquiry-based learning.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------|-------------------------------------|-----------|------|
| 1. Repko, A. et. al.       | Interdisciplinary Studies            | <input checked="" type="checkbox"/> | Sage      | 2016 |
| 2.                         |                                      | <input type="checkbox"/>            |           |      |
| 3.                         |                                      | <input type="checkbox"/>            |           |      |
| 4.                         |                                      | <input type="checkbox"/>            |           |      |
| 5.                         |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |   |              |      |                   |   |            |      |
|----------------|---|--------------|------|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 100% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests: | % | Lab work:    | %    | Field experience: | % | Shop work: | %    |
| Other:         | % | Other:       | %    | Other:            | % | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

This is an inquiry-based course, with students identifying their own big questions, choosing their sources, and ensuring they meet the course outcomes in the balanced, interdisciplinary work which they create.

Module one: Interdisciplinary thinking and research

Module two: Defining questions, identifying sources, selecting methods, identifying resources

Module three: Interdisciplinary research

**Memo for Program Changes**

To: UEC

From: Alisa Webb, Associate Dean of Students and Chair, College of Arts Curriculum Committee

Date: November 16, 2017

**Subject: Minor program change for BA, Fall 2017 program**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s):

CACC has continued to vet courses as meeting the outcomes for the BA requirements. This change reflects an expanded set of course options available to students Fall 2018.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: N/A

4. What consideration has been given to indigenizing the curriculum?

Arts has been consistent in ensuring the indigenization of its courses. Students taking Arts courses towards the LAD will encounter indigenous content, themes, and methods in a range of disciplines.

5. Will additional resources be required? If so, how will these costs be covered?

No additional resources required

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

Increased course options for students

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? N/A

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

Seats within existing courses

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. N/A
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

Confirmed no budgetary implications

Minor BA Program Change for Fall 2018 Calendar

| Foundational skill    | Requirement                                                                                                                                                                             | Benchmark              |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Writing foundation    | <a href="#">CMNS 120</a> , CMNS 125 (completed Fall 2017 or later), CMNS 155 (previously offered), ENGL 105, or an A in English 12 or equivalent, an A in ENGL 091, or an A in ENGL 099 | Complete by 30 credits |
| Critical thinking     | <a href="#">IDS 100</a> , PHIL 100                                                                                                                                                      | Complete by 30 credits |
| Quantitative literacy | One of ECON 100, ECON 101, <a href="#">GEOG 252</a> , GEOG 253, MATH 105, MATH 110, MATH 111, MATH 123, MATH 140, MATH 141, PSYC 110, STAT 104, or STAT 106                             | Complete by 60 credits |

**Memo for Program Changes**

To: UEC

From: Susan Francis, Manager, Continuing Education

Date: October 17, 2017

**Subject: Program change (Bookkeeping for Small Business certificate)**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course – **adding optional Bookkeeping for Small Business practicum**
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☒ Change in requirements for residency or continuance – **added these headings and information**
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify:
  - **Recommended entrance requirements**
  - **Course name change – Change *Sage Accounting Level I and II* to *Computerized Accounting Level I and II***
  - **Added the following details:**
    - **Fees and additional costs**
    - **Program duration**
    - **Location**
    - **Program outline**
    - **Option of the program**
      - **Optional practicum added**
    - **Program regulations**
      - **Continuance**
      - **Course repetition**
      - **Graduation requirements**
      - **Residency**
      - **Maximum length of time to complete program**

2. Rationale for change(s): **6+-year review and alignment to UFV's Guiding Principles for Quality Curriculum. Optional practicum expected to increase enrollment.**

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: **Program outcomes have not changed.**

4. What consideration has been given to indigenizing the curriculum? **Indigenization will occur in the following ways:**
  - Ensuring that all students see themselves and their realities reflected in the material; through the legitimization of different ways of learning, teaching, and knowing;
  - Establishing rapport between students and with instructors.
5. Will additional resources be required? If so, how will these costs be covered? **No additional resources will be required.**
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? **Revisions will provide students with more information about the program as details have been added to the academic calendar copy. The recommended requirements will promote greater student success. The added optional practicum course will offer students an option to customize their learning experience.**
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? **The number of core courses remains the same. The added practicum course is optional and not required for graduation.**
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) **Existing resources are sufficient to accommodate the program changes.**
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. **No.**
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. **Budget has been considered. See attached memo.**

**CWC comments and response:**

- Instead of "Basic proficiency in written and verbal English skills", should some specific level of English proficiency be included? (English 11 or equivalent, ELS department assessment, etc.?)

*This was discussed in our department and with our faculty curriculum committee. There is no application to the Bookkeeping for Small Business certificate which adds flexibility and ease for students when registering for courses. In addition, we didn't want to restrict or create barriers to students. We would like to keep "Basic proficiency in written and verbal English skills."*



# MEMO



To: Undergraduate Education Committee  
From: Liana Thompson, Director of Continuing Education  
CC: Sue Brigden; Dean of Faculty of Access and Continuing Education  
Date: 15/02/2018  
Re: Budget Implications for Proposed Changes to the Bookkeeping for Small Business certificate

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The Continuing Education department has submitted program and course revisions for the Bookkeeping for Small Business certificate program. The budgetary implications of the proposed changes have been considered and will be addressed within the department budget.

Academic Calendar Fall 2017  
CONTINUING EDUCATION  
ufv.ca/ce

## **Bookkeeping for Small Business certificate**

This full- and part-time [bookkeeping](#) certificate program is designed to train persons working in or for small and home-based businesses. The training will enable them to organize and summarize the books of these companies using the current business-standard computers and software. The certificate must be completed in three years. Offered in several sections throughout the year, the modular program design enables students to take courses at varying times [and](#) during flexible hours.

Recommended that students entering this program have the following:

1. [Ability to use the internet and email](#)
2. [Experience and skills using MS Office applications \(e.g. Word and Excel\)](#)
3. [Basic proficiency in written and verbal English skills](#)

The Continuing Education department highly recommends that courses be taken in the following order:

- ~~1. — 1. Bookkeeping Level I and II~~
- ~~2. — 2. MS Excel Level I~~
- ~~3. — 3. Payroll Accounting~~
- ~~4. — 4. [Computerized Accounting Sage Accounting Level I and II](#)~~

~~To obtain the certificate, students must receive at least 75% in each course.~~

### **Fees and additional costs**

Please see the [Continuing Education webpage](#) for current fee details.

### **Program duration**

~~The Bookkeeping for Small Business certificate can [be](#) completed in 12 weeks full-time or over 1 to 3 years if part-time. Courses are delivered face to face, online, and hybrid.~~

### **Location**

~~Courses [are](#) offered in Abbotsford at the Clearbrook Centre campus or in Chilliwack at the Canada Education Park campus.~~

### **Program outline**

~~To obtain a certificate in Bookkeeping for Small Business, you must successfully complete the following courses:~~

- ~~• [Bookkeeping Level I](#)~~
- ~~• [Bookkeeping Level II](#)~~
- ~~• [Microsoft Excel Level I](#)~~
- ~~• [Computerized Accounting Sage 50 Level I](#)~~
- ~~• [Computerized Accounting Sage 50 Level II](#)~~
- ~~• [Payroll Accounting](#)~~

### **Option of the program**

Students may choose to register in an optional practicum experience. This course is not a condition of graduation.

**Program Regulations:**

**Continuance**

Students must meet achieve a minimum B grade in each course and the attendance requirement of 80% in each course to be eligible for graduation. Students must achieve a minimum B grade in each course to progress to the next course. Students who do not achieve a minimum B grade in a course the academic or attendance requirements may repeat the course.;

**Course repetition**

See UFV's Course Repeat policy (86)

**Readmission**

Course work that is expired for more than three years will need to be repeated to ensure software currency.

**Graduation requirements**

All courses must be successfully completed with a grade B or higher along with academic and attendance requirements met. In addition, students must have completed courses within three years of graduation application.

See the Graduation section of the calendar for more information.

**Residency**

At least 50% of the programs work must be completed at UFV.

**Maximum length of time to complete program**

Students are allowed up to three consecutive years to complete program requirements.

For more information

Contact Continuing Education at 604-851-6324, or 604-504-7441 local 6324, or toll-free (within Canada) 1-888-504-7441 local 4626, or [continuingeducation@ufv.ca](mailto:continuingeducation@ufv.ca).

[Return to main Continuing Education page](#)

**Memo for Course Changes – Bookkeeping I**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: October 17, 2017

**Subject: Revisions of Bookkeeping for Small Business – Bookkeeping I (BSB BK01)**

(Summary of changes (select all that apply):

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☐ Credits and/or total hours
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☒ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ Discontinuation of course
- ☒ Other – Please specify: **Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated and summarized.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **N/A**
5. What consideration has been given to indigenizing the curriculum? **Indigenization will occur in the following ways**
  - **Ensuring that all students see themselves and their realities reflected in the material through the legitimization of different ways of learning, teaching, and knowing;**
  - **Establishing rapport between students and with instructors.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**

- b. Class size limit - **The changes do not negatively affect our budget. Increasing to a maximum of 24 addresses the student demand we have been experiencing in the last 5 years. This increase can be satisfied within our current resources.**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Tuition: \$565.00**
- Textbook and working papers: \$192.95**
- Supplies (approx.): \$20.00**
- TOTAL: \$777.95**



ORIGINAL COURSE IMPLEMENTATION DATE: January 1997  
 REVISED COURSE IMPLEMENTATION DATE: April 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|--------------------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BSB BK01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Bookkeeping Level I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>An essential introduction to bookkeeping, preparing students with theoretical foundations and applicable knowledge. Topics include the accounting model, basic financial statements, general ledger, and government taxation. Completion of all the functions of the accounting cycle, from transaction analysis to closing the books.<br><br>Note: Students with credit for ABT 143 cannot take this course for further credit.                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: SDU BK01<br>Cross-listed with:<br>Equivalent course(s): ABT 143<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td></td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours: (Testing)</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: (Testing) |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours: (Testing)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Maximum enrolment (for information only): 24</b><br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> every semester                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Liana Thompson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> October 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                                |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**BSB BK01**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Calculate financial items by applying the accounting equation rule
- Classify financial items between the Balance Sheet and Income Statement
- Analyze source documents, record and post, using the debit/credit rule
- Set up and organize a Chart of Accounts
- Prepare a worksheet from an unadjusted Trial Balance and calculate adjusting entries
- Prepare financial statements and a Post-Closing Trial Balance
- Determine the financial position of a small business by reviewing the financial reports

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Learning activities may include a combination of lecture, group activities, self-directed learning, and simulated practice exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials) | Title (article, book, journal, etc.)                 | Current ed.                         | Publisher      | Year |
|----|----------------------------|------------------------------------------------------|-------------------------------------|----------------|------|
| 1. | Slater, J., Good, D.       | College Accounting: A Practical Approach (13th Ed.). | <input checked="" type="checkbox"/> | Pearson Canada | 2017 |
| 2. |                            |                                                      | <input type="checkbox"/>            |                |      |
| 3. |                            |                                                      | <input type="checkbox"/>            |                |      |
| 4. |                            |                                                      | <input type="checkbox"/>            |                |      |
| 5. |                            |                                                      | <input type="checkbox"/>            |                |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Basic calculator, ruler, pens.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 20% | Assignments: | 50% | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Other:         | %   | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):** Students must meet the program attendance requirements.

**Typical Course Content and Topics**

- Accounting Equation - basic and expanded
- Balance Sheet and the Income Statement
- Statement of Owners Equity
- T-Accounts, Debits and Credits, and Trial Balance
- Chart of Accounts
- Worksheet - calculate and record adjusting entries
- General Journal - analyzing and recording all transactions
- General Ledger - posting all transactions
- Financial statements - Post Closing
- Closing the Books and Post Closing Trial Balance
- Financial position of a business

**Memo for Course Changes – Bookkeeping Level II**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: October 17, 2017

**Subject: Revisions of Bookkeeping for Small Business – Bookkeeping II (BSB BK02)**

(Summary of changes (select all that apply):

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☐ Credits and/or total hours
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☒ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ Discontinuation of course
- ☒ Other – Please specify: **Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated and summarized.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **N/A**
5. What consideration has been given to indigenizing the curriculum? **Indigenization will occur in the following ways**
  - **Ensuring that all students see themselves and their realities reflected in the material through the legitimization of different ways of learning, teaching, and knowing;**
  - **Establishing rapport between students and with instructors.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**



- b. Class size limit - **The changes do not negatively affect our budget. Increasing to a maximum of 24 addresses the student demand we have been experiencing in the last 5 years. This increase can be satisfied within our current resources.**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Tuition: \$575.00**
- Textbook and working papers: \$192.95 (same text as course BSB BK01)**
- Supplies (approx.): \$20.00**
- TOTAL: \$787.95**



ORIGINAL COURSE IMPLEMENTATION DATE: January 1997  
 REVISED COURSE IMPLEMENTATION DATE: April 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|------------------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BSB BK02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Bookkeeping Level II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>This is a continuation of Bookkeeping Level I and covers preparation of financial statements, accounts receivable, accounts payable, subsidiary ledgers, bank reconciliations, payroll, government taxation, trial balances, and year-end.                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | B or better in BSB BK01.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: SDU BK02<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                               |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 48</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: right;">48</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours: Testing</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>48</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 48 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: Testing |  | <b>Total</b> | <b>48</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 48        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours: Testing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>48</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> every semester                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Liana Thompson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> October 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BSB BK02**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Open and maintain accounting records for a merchandising company
- Explain the different types of business ownership
- Use special journals, subsidiary ledgers and related schedules
- Prepare a schedule of Cost of Goods sold
- Perform bank reconciliations
- Prepare adjusting, closing and reversing entries
- Prepare classified financial statements

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Learning activities may include a combination of lecture, group activities, self-directed learning, and simulated practice exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                 | Current ed.                         | Publisher      | Year |
|----------------------------|------------------------------------------------------|-------------------------------------|----------------|------|
| 1. Slater, J., Good, D.    | College Accounting: A Practical Approach (13th Ed.). | <input checked="" type="checkbox"/> | Pearson Canada | 2017 |
| 2.                         |                                                      | <input type="checkbox"/>            |                |      |
| 3.                         |                                                      | <input type="checkbox"/>            |                |      |
| 4.                         |                                                      | <input type="checkbox"/>            |                |      |
| 5.                         |                                                      | <input type="checkbox"/>            |                |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Basic calculator, ruler, pens.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 20% | Assignments: | 50% | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: |     | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Other:         |     | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):** Students must meet the program attendance requirements.

**Typical Course Content and Topics**

- Designing and implementing Special Journals
- Maintaining subsidiary ledgers and schedules
- Banking Procedures and Cash Control
- Establishing and maintaining the Petty Cash Fund
- Government taxation
- Preparing a worksheet for a Merchandising Company and adjusting entries
- Preparing financial statements

**Memo for Course Changes – Computerized Accounting I**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: October 17, 2017

**Subject: Revisions of Bookkeeping for Small Business – Computerized Accounting I (BSB CA01)**

(Summary of changes (select all that apply):

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☐ Credits and/or total hours
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☒ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ Discontinuation of course
- ☒ Other – Please specify: **Updated Typical Course Content and Topics, and Typical Course Content and Topics**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated and summarized.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **N/A**
5. What consideration has been given to indigenizing the curriculum? **Indigenization will occur in the following ways**
  - **Ensuring that all students see themselves and their realities reflected in the material through the legitimization of different ways of learning, teaching, and knowing;**
  - **Establishing rapport between students and with instructors.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**

- b. Class size limit - **The changes do not negatively affect our budget. Increasing to a maximum of 24 addresses the student demand we have been experiencing in the last 5 years. This increase can be satisfied within our current resources.**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Tuition: \$565.00**
- Textbook and working papers: \$164.50**
- Supplies (approx.): \$20.00**
- TOTAL: \$749.50**



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 1997  
**REVISED COURSE IMPLEMENTATION DATE:** April 2018  
**COURSE TO BE REVIEWED: (six years after UEC approval)** February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BSB CA01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Computerized Accounting Level I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Computerized Accounting I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br><br>Integrated bookkeeping/accounting software is a standard for small businesses. This course covers journal entries, purchases/sales orders and quotes, invoicing, receipts and payments for payables, receivables, and inventory. Students will also become familiar with the reporting and tax features using accounting software. Payroll is not covered.<br><br>Note: Students should be competent in computer skills before taking this course.                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | B or better in BSB BK02.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: MCW35<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                            |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 30</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: center;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>30</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 30 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>30</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>30</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Maximum enrolment (for information only):</b> 24<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> every semester                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Liana Thompson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> October 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**BSB CA01**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Use the General Journal to enter and post transactions using the company module
- Complete a backup data file and record backup information in a logbook
- Input customers, vendors, quotes, orders, invoices, and returns
- Set up a company using accounting software
- Display and print various reports and journals

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Learning activities may include a combination of lecture, group activities, self-directed learning, and simulated practice exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                             | Current ed.                         | Publisher                    | Year |
|----------------------------|------------------------------------------------------------------|-------------------------------------|------------------------------|------|
| 1. Freedman, H., Smith, C. | Learning Sage 50 Accounting 2016: A Modular Approach (17th Ed.). | <input checked="" type="checkbox"/> | Nelson College<br>Indigenous | 2016 |
| 2.                         |                                                                  | <input type="checkbox"/>            |                              |      |
| 3.                         |                                                                  | <input type="checkbox"/>            |                              |      |
| 4.                         |                                                                  | <input type="checkbox"/>            |                              |      |
| 5.                         |                                                                  | <input type="checkbox"/>            |                              |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 20% | Assignments: | 50% | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Other:         |     | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):** Students must meet the program attendance requirements.

**Typical Course Content and Topics**

- Processing transactions
- Setting up a company
- Computerized accounting software project
- Receivables and payables

**Memo for Course Changes – Computerized Accounting II**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: October 17, 2017

**Subject: Revisions of Bookkeeping for Small Business – Computerized Accounting II (BSB CA02)**

(Summary of changes (select all that apply):

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☐ Credits and/or total hours
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☒ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ Discontinuation of course
- ☒ Other – Please specify: **Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated and summarized.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **N/A**
5. What consideration has been given to indigenizing the curriculum? **Indigenization will occur in the following ways**
  - **Ensuring that all students see themselves and their realities reflected in the material through the legitimization of different ways of learning, teaching, and knowing;**
  - **Establishing rapport between students and with instructors.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**



- b. Class size limit - **The changes do not negatively affect our budget. Increasing to a maximum of 24 addresses the student demand we have been experiencing in the last 5 years. This increase can be satisfied within our current resources.**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Tuition: \$525.00**
- Textbook and working papers: \$164.50 (same text as course BSB CA01)**
- Supplies (approx.): \$20.00**
- TOTAL: \$709.50**



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 1997  
**REVISED COURSE IMPLEMENTATION DATE:** April 2018  
**COURSE TO BE REVIEWED: (six years after UEC approval)** February 2024  
**Course outline form version: 09/15/14**

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BSB CA02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Computerized Accounting Level II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Computerized Accounting II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br><p>This course is a continuation of Computerized Accounting Level I and covers modules in banking, payroll, projects, inventory, adjustments and closing. This course does not teach accounting fundamentals.</p> <p>Note: Students should be competent in computer skills before taking this course.</p>                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | B or better in BSB CA01.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: MCW36<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                            |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 21</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: center;">21</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>21</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 21 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>21</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 21        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>21</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Maximum enrolment (for information only): 24</b><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> every semester                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Liana Thompson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> October 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BSB CA02**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Assemble a company's payroll and record payroll transactions
- Create and modify employee accounts, inventory, and service item information
- Record various month-end adjusting entries and close the previous year's financial records (year-end)
- Set up the banking module and prepare the reconciliation and deposits
- Use the project module and foreign currency feature
- Display and print various reports and journals

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Learning activities may include a combination of lecture, group activities, self-directed learning, and simulated practice exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                             | Current ed.                         | Publisher                 | Year |
|----------------------------|------------------------------------------------------------------|-------------------------------------|---------------------------|------|
| 1. Freedman, H., Smith, C. | Learning Sage 50 Accounting 2016: A Modular Approach (17th Ed.). | <input checked="" type="checkbox"/> | Nelson College Indigenous | 2016 |
| 2.                         |                                                                  | <input type="checkbox"/>            |                           |      |
| 3.                         |                                                                  | <input type="checkbox"/>            |                           |      |
| 4.                         |                                                                  | <input type="checkbox"/>            |                           |      |
| 5.                         |                                                                  | <input type="checkbox"/>            |                           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 20% | Assignments: | 50% | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Other:         | %   | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):** Students must meet the program attendance requirements.

**Typical Course Content and Topics**

- Payroll module setup and processing
- Inventory module setup and transactions review
- Month-end/year-end processing and closing
- Computerized accounting project
- Project module setup and transactions
- Reconciliations and deposits
- Corrections
- Multi-currency
- Taxes

**Memo for Course Changes – Payroll Accounting**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: October 17, 2017

**Subject: Revisions of Bookkeeping for Small Business – Payroll Accounting (BSB PA01)**

(Summary of changes (select all that apply):

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☐ Credits and/or total hours
- ☐ Title
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☒ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ Discontinuation of course
- ☒ Other – Please specify: **Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated and summarized.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **N/A**
5. What consideration has been given to indigenizing the curriculum? **Indigenization will occur in the following ways**
  - **Ensuring that all students see themselves and their realities reflected in the material through the legitimization of different ways of learning, teaching, and knowing;**
  - **Establishing rapport between students and with instructors.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**

- b. Class size limit - **The changes do not negatively affect our budget. Increasing to a maximum of 24 addresses the student demand we have been experiencing in the last 5 years. This increase can be satisfied within our current resources.**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Tuition: \$525.00**
- Course pack: \$ 13.95**
- Supplies (approx.): \$20.00**
- TOTAL: \$558.95**



ORIGINAL COURSE IMPLEMENTATION DATE: January 1997  
 REVISED COURSE IMPLEMENTATION DATE: April 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|------------------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BSB PA01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Payroll Accounting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>A general payroll accounting course not specific to any one business. This course will teach students to perform functions related to the maintenance of a payroll accounting system. Emphasis is on the actual calculation of earnings and deductions that conform to federal and provincial laws and good accounting practices. Includes the completion of forms required by law and the necessary accounting entries that are performed along with basic payroll recordkeeping.                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | B or better in BSB BK01.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: SDU PAC01<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                        |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 33</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture hours</td> <td style="text-align: center;">33</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td></td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours: Testing</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: center;"><b>33</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 33 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: Testing |  | <b>Total</b> | <b>33</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 33        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours: Testing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>33</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Maximum enrolment (for information only): 24</b><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> every semester                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Liana Thompson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> October 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                              |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**BSB PA01**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Apply the Employment Standards Act (B.C.) and WorkSafeBC standards to make payroll decisions
- Calculate compulsory and voluntary payroll deductions
- Calculate gross, net, and vacation payroll earnings using multiple pay periods
- Complete payroll records and remit to appropriate agencies

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)

Learning activities may include a combination of lecture, group activities, self-directed learning, and simulated practice exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials** (if more space is required, download Supplemental Texts and Resource Materials form)

| Author (surname, initials) | Title (article, book, journal, etc.)                  | Current ed.                         | Publisher | Year |
|----------------------------|-------------------------------------------------------|-------------------------------------|-----------|------|
| 1.                         | Continuing Education Course Pack. Payroll Accounting. | <input checked="" type="checkbox"/> |           | 2017 |
| 2.                         |                                                       | <input type="checkbox"/>            |           |      |
| 3.                         |                                                       | <input type="checkbox"/>            |           |      |
| 4.                         |                                                       | <input type="checkbox"/>            |           |      |
| 5.                         |                                                       | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials** (software, hardware, tools, specialized clothing, etc.)

Basic calculator, USB

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 20% | Assignments: | 50% | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: |     | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
|                |     | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):** Students must meet the program attendance requirements.

**Typical Course Content and Topics**

- BC Employment Standards and Worker's Compensation
- Pay periods and gross payroll calculations
- Compulsory and voluntary deductions
- Bi-weekly payrolls, vacation and employee earning cards
- Reconciliation sheet
- Record of Employment
- T4's and T4 Summary

**Memo for Course Changes – Excel Level I**

To: UEC

From: Susan Francis – Manager, Continuing Education

Date: October 17, 2017

**Subject: Revisions of Bookkeeping for Small Business – Excel Level I (TECH EX01)**

(Summary of changes (select all that apply):

- ☒ **Six-year review**
- ☒ **Number and/or course code**
- ☐ Credits and/or total hours
- ☒ **Title**
- ☒ **Calendar description**
- ☒ **Prerequisites and/or co-requisites**
- ☒ **Frequency of course offering**
- ☒ **Learning outcomes**
- ☒ **Delivery methods and/or texts and resource materials**
- ☒ **PLAR options, grading system, and/or evaluation methods**
- ☐ Discontinuation of course
- ☒ Other – Please specify: **Updated Typical Course Content and Topics, and Typical Evaluation Methods and Weighting**

1. Rationale for change: **6+ year course reviews and alignment to UFV's Guiding Principles for Quality Curriculum.**
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Learning outcomes updated and summarized.**
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**
4. Which program areas have been consulted about the change(s)? **N/A**
5. What consideration has been given to indigenizing the curriculum? **Indigenization will occur in the following ways**
  - **Ensuring that all students see themselves and their realities reflected in the material through the legitimization of different ways of learning, teaching, and knowing;**
  - **Establishing rapport between students and with instructors.**
6. If this course is not eligible for PLAR, explain why: **N/A**
7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value – **N/A**



- b. Class size limit - **The changes do not negatively affect our budget. Increasing to a maximum of 24 addresses the student demand we have been experiencing in the last 5 years. This increase can be satisfied within our current resources.**
  - c. Frequency of offering – **Courses that do not meet our minimum student requirement will not be offered.**
  - d. Resources required (labs, equipment) – **N/A**
8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
9. Estimate of the typical costs for this course, including textbooks and other materials:
- Tuition: \$325.00**
- Textbook and working papers: \$164.50**
- Supplies (approx.): \$20.00**
- TOTAL: \$509.50**

**CWC comments and responses:**

- Will this course be used by any other programs? If not, suggest calling it “BSB EX01” instead, so that all course outlines can be found together.

*This course can be used in the Records Management certificate so will leave name as is.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 1997  
**REVISED COURSE IMPLEMENTATION DATE:** April 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> TECH EX01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Excel Level I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br><br>Skill development and application of spreadsheet concepts using Microsoft Excel software.<br><br>Note: Students should be competent in computer skills before taking this course.<br>Note: Students with credit for ABT 137 or RM 06 cannot take this course for further credit.                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: MCW180<br>Cross-listed with:<br>Equivalent course(s): ABT 137; RM 06<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                            |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 15</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: center;">15</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>15</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 15 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>15</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>15</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Maximum enrolment (for information only):</b> 24<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> every semester                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Liana Thompson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> October 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**TECH EX01**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Create and format spreadsheets to organize financial data
- Use formulas and functions to perform financial calculations
- Use Excel analysis (e.g. what-if) and visual display tools (e.g. charts)

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Learning activities may include a combination of lecture, group activities, self-directed learning, and simulated practice exercises.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials)            | Title (article, book, journal, etc.)                      | Current ed.                         | Publisher        | Year |
|----|---------------------------------------|-----------------------------------------------------------|-------------------------------------|------------------|------|
| 1. | Freund, S., Starks, J., Schmieder, E. | Microsoft Office 365: Excel 2016 Comprehensive (1st Ed.). | <input checked="" type="checkbox"/> | Cengage Learning | 2017 |
| 2. |                                       |                                                           | <input type="checkbox"/>            |                  |      |
| 3. |                                       |                                                           | <input type="checkbox"/>            |                  |      |
| 4. |                                       |                                                           | <input type="checkbox"/>            |                  |      |
| 5. |                                       |                                                           | <input type="checkbox"/>            |                  |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

USB

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 20% | Assignments: | 50% | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Other:         |     | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):** Students must meet the program attendance requirements.

**Typical Course Content and Topics**

- Creating a spreadsheet and entering data
- Formatting cells and ranges
- Creating formulas and using functions
- Adjusting work space parameters; what-if function
- Creating charts

**Memo for New Course**

To: UEC

From: Susan Francis, Manager, Continuing Education

Date: November 1, 2017

**Subject: Proposal for new course (Bookkeeping for Small Business Practicum, BSB PRACT)**

1. Rationale for new course: **Provide optional experiential learning opportunity for students to apply learning and obtain practical hands-on experience. Optional practicum has been requested by students.**
2. How this new course fits into program(s): **This course will be offered at the completion of all required courses.** *Note: Adding this course to a program will usually require a program change request.*
3. Explain how the course learning outcomes align with the learning outcomes of the program(s): **this course will give students the opportunity to apply the knowledge and skills they have learned in the bookkeeping for small business program into a workplace setting.**
4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? **No.**
5. Which program areas have been consulted about the course? **None.**
6. If a new discipline designation is required, explain why: **No discipline designation required.**
7. What consideration has been given to indigenizing the curriculum? **Indigenization will occur in the following ways:**
  - **Ensuring that all students see themselves and their realities reflected in the material; through the legitimization of different ways of learning, teaching, and knowing;**
  - **Establishing rapport between students and with instructors and practicum employers**
8. If this course is not eligible for PLAR, explain why: **N/A.**
9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value – **non-credit programming**
  - b. Class size limit – **24 maximum students**
  - c. Frequency of offering – **at least once per year**
  - d. Resources required (labs, equipment) – **use of existing CE computer lab**  
**Note: this is a revenue-generating course. If minimum course enrollments are not met, then the course will be cancelled.**
10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **No field trips required for this course. A site visit will be required to obtain feedback from both the student and employer.**
11. Estimate of the typical costs for this course, including textbooks and other materials. **\$750.00**



ORIGINAL COURSE IMPLEMENTATION DATE: April 2018  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|----|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> BSB PRACT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                        | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Course Full Title:</b> Bookkeeping for Small Business Practicum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Course Short Title (if title exceeds 30 characters):</b> Bookkeeping Practicum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                        | <b>Department (or program if no department):</b> Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Calendar Description:</b><br>A supervised field-based activity through which participants can refine, integrate, and apply the knowledge acquired in the Bookkeeping for Small Business certificate program. Pre-employment training and activities are included in this course.<br><br>Note: Students may choose to register in this optional practicum course. This practicum course is not a condition of graduation.                                                                                                                                                                                                                                                                                         |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | B or better in all of BSB BK01, BSB BK02, TECH EX01, BSB PA01, BSB CA01, and BSB CA02. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | NONE                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | NONE                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              |                                                                                        | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Total Hours: 80</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">10</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td style="text-align: right;">70</td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>80</b></td></tr> </table> |                                                                                        | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) | 70 | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>80</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 70                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>80</b>                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        | <b>Maximum enrolment (for information only):</b> 24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        | <b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> annually                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Department / Program Head or Director:</b> Liana Thompson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        | <b>Date approved:</b> November 9, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                        | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                        | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                        | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |  |                        |  |                                            |    |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Complete a job search, prepare employment documents, and participate in interview activities specific to the field of bookkeeping and targeted to successfully achieving an interview and future employment.
- Integrate the knowledge and skills gained from the bookkeeping program into a workplace setting.
- Provide effective and efficient assistance to the host organization in relation to the bookkeeping practices and needs.
- Self-assess abilities and interests as a bookkeeping practitioner.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes ☒ No, PLAR cannot be awarded for this course because topics are highly specialized to a bookkeeping career.

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Learning activities may include a combination of lecture, group activities, self-directed learning, practice exercises, and supervised field-based activity.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.              | Publisher | Year |
|----------------------------|--------------------------------------|--------------------------|-----------|------|
| 1. N/A                     |                                      | <input type="checkbox"/> |           |      |
| 2.                         |                                      | <input type="checkbox"/> |           |      |
| 3.                         |                                      | <input type="checkbox"/> |           |      |
| 4.                         |                                      | <input type="checkbox"/> |           |      |
| 5.                         |                                      | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |   |            |      |
|----------------|---|--------------|-----|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 20% | Midterm exam:     | % | Practicum: | 80%  |
| Quizzes/tests: | % | Lab work:    | %   | Field experience: | % | Shop work: | %    |
| Other:         | % | Other:       | %   | Other:            | % | Total:     | 100% |

**Details (if necessary):** Students must meet the attendance requirements.

**Typical Course Content and Topics**

- Cover letters, resumes, and interviews
- Professionalism and ethics in the workplace
- Reflection and journaling
- Supervised field work

**Memo for Course Changes**

To: Faculty of Science Curriculum Committee

From: Jeff Chizma (Head of the Physics department)

Date: November 17, 2017

**Subject: Proposal for revision of ENPH 310**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☒ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- With now having had 2 cohorts graduate from the diploma, we are making some revisions in the way the certain courses are offered, and which prerequisites are actually necessary. For ENPH 310, we are changing the prerequisites from PHYS 232 (which is now being offered in the Winter semester, so will become a corequisite), to PHYS 221. The laboratory experience they receive in PHYS 221 is sufficient for them to be successful in ENPH 310, and PHYS 232 is better suited as a corequisite than a prerequisite. We are also adjusting the relative number of lab/lecture hours to better reflect the way the course is currently being taught.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

- There are no changes to the learning outcomes as a result of the proposed changes.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

- This course is only required for the Engineering Physics diploma, so will not affect any other disciplines than Physics.

5. Which program areas have been consulted about the change(s)?

- As this affects only Physics and Engineering students, no other program areas have been consulted.

6. What consideration has been given to indigenizing the curriculum?
  - As we are simply making the changes to prerequisites, we see no way to increase the indigenous content at this time. It is however possible that students design projects which include some way of addressing the indigenous way of knowing.
7. If this course is not eligible for PLAR, explain why:
  - This course is eligible for PLAR.
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - N/A
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - N/A
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - We estimate that students should expect to pay somewhere in the neighborhood of \$150 for the textbook.

**CWC comment and response:**

- Please confirm the equivalency with PHYS 332 and 342. Can students with credit for only one of these courses take ENPH 310 for credit?

*Both Physics 332 and 342 are no longer offered, and have been discontinued. PHYS 332 was the lecture portion of the course, while PHYS 342 was the lab component. The courses were co requisites of each other, so students had to take the pair of them; therefore no student should have only one of PHYS 332 or 342. We combined the majority of both courses into ENGR 310, so the pair of 332 (lecture) & 342 (lab) are now equivalent to the new ENPH 310 (lecture and lab). So no, a student with only one of 332/342 would not be able to take ENPH 310. It is highly unlikely that we would see any students coming in with PHYS 332/342, as they were discontinued a few years ago (formally discontinued in 2015).*





ORIGINAL COURSE IMPLEMENTATION DATE: September 2014  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|----|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> ENPH 310                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Electronics I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> Physics                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Construct electronic circuits containing diodes, bipolar junction transistors (BJTs), MOSFETs, and differential amplifiers; analyze the frequency response of a circuit; design and troubleshoot circuits using simulation software. A lecture/lab combination course with a final project.<br><br>Note: Students with credit for PHYS 332 and PHYS 342 cannot take this course for further credit.                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | PHYS 232. Note: As of January 2019, PHYS 221 will become a prerequisite and PHYS 232 will become a pre/corequisite.                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s): PHYS 332 and PHYS 342<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>To find out how this course transfers, see <a href="#">bctransferguide.ca</a> . |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 75</b><br><b>Typical structure of instructional hours:</b> <table border="1"> <tr> <td>Lecture hours</td> <td>57</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td></td> </tr> <tr> <td>Laboratory hours</td> <td>18</td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>75</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 57 | Seminars/tutorials/workshops |  | Laboratory hours | 18 | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>75</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 57        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 18        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>75</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Maximum enrolment (for information only):</b> 18<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Jeff Chizma                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> November 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Lucy Lee (Greg Schlitt)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

ENPH 310

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Analyze existing analog electronic circuits at the block level.
- Design specific analog electronic circuits at the block level.
- Construct physical analog circuits using individual electronic components.
- Manage the devices, tools, and electronic components in a basic electronics laboratory.
- Simulate electronic circuits using industry standard software tools.
- Explain how various basic electronic components work at both a fundamental and a practical level.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lecture, demonstrations, laboratories.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher         | Year |
|----|----------------------------|--------------------------------------|-------------------------------------|-------------------|------|
| 1. | Sedra / Smith              | Microelectronic Circuits, 7e         | <input checked="" type="checkbox"/> | Oxford University | 2014 |
| 2. |                            |                                      | <input type="checkbox"/>            |                   |      |
| 3. |                            |                                      | <input type="checkbox"/>            |                   |      |
| 4. |                            |                                      | <input type="checkbox"/>            |                   |      |
| 5. |                            |                                      | <input type="checkbox"/>            |                   |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 45% | Assignments: | 15% | Midterm exam:     | 25% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | 15% | Field experience: | %   | Shop work: | %    |
| Other:         | %   | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

- Signals and amplifiers
- Diodes and semiconductor physics
- Bipolar Junction Transistors
- MOS Field Effect Transistors
- Operational Amplifiers
- Integrated - circuit amplifiers
- Power amplifier
- Frequency response

**Memo for Course Changes**

To: Faculty of Science Curriculum Committee

From: Jeff Chizma (Head of the Physics department)

Date: November 17, 2017

**Subject: Proposal for revision of ENGR 390**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☒ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☒ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- We are changing the course prefix from ENGR 390 to ENPH 390 in order to allow it to be taken by both degree and diploma students. By allowing an entry route for physics students into the engineering project course, we hope to encourage more physics students to take an interest in applying concepts and skills learned during their studies to engineering based projects. In addition to the change in course prefix, we are adding in a pathway for physics students to gain entry into the course. As an ENPH course, it will count towards a Physics Major, Minor, or Honours degree. We are also removing the prerequisites of: ENGR 360 or PHYS 392 (a course which has been removed from the program requirements), and adding in COMP 150 or COMP 152 to ensure that students have sufficient computer programming experience. PHYS 382 has also been added as a potential path into the course as a possible route for the Degree students, as opposed to ENGR 330 for the Diploma students. We have also added in ENGR 151 as either a pre or corequisite so that students have some mechanical design experience before taking the course.
- We have also updated the Calendar description to adhere to the new standards, as well as updated the way the course is evaluated to reflect current practises.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

- There are only minor changes to the learning outcomes as a result of the proposed changes, but their substance has not been altered.
- 4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
  - This course is only required for the Engineering Physics diploma, so will not affect any other disciplines than Physics.
- 5. Which program areas have been consulted about the change(s)?
  - As this affects only Physics and Engineering students, no other program areas have been consulted.
- 6. What consideration has been given to indigenizing the curriculum?
  - As we are simply making the changes to allow a larger variety of students to take the course, we see no way to increase the indigenization of this course at the present time. It is however possible that students design projects which include some way of positively affecting indigenous peoples.
- 7. If this course is not eligible for PLAR, explain why:
  - As this course is the capstone project which requires direct supervision by an instructor, this course is not eligible for PLAR.
- 8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - N/A
- 9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - N/A
- 10. Estimate of the typical costs for this course, including textbooks and other materials:
  - We estimate that students should expect to pay somewhere in the neighborhood of \$250 each for the cost of the materials used to build their project. No textbook will be required.

**CWC comments and responses:**

- This appears to be a new course rather than revisions to an existing course; please confirm.

*This is not a new course. We are just changing the prefix so that both Physics students and Diploma students can count it towards their respective credentials. Currently upper level ENGR courses can only be used by Diploma students, while ENPH courses can be used by both Diploma students as well as our Major/Minor/Honours students to satisfy their program requirements. It was felt that this course had enough value to Physics students that it should be at least an option counting towards their required 30 upper level credits in Physics.*

- The previous calendar description referred to this as a “capstone course of the Engineering Physics diploma in Mechatronics”; is it referred to in this way anywhere else? Is this no longer a capstone course for that program? Do these changes to the course require additional changes to the diploma?

*This course is still the capstone project course for the Engineering Physics diploma, and must be taken by all Diploma students - no transfer status will be given for this course, and it is part of the residency requirements. Other than in the previous Calendar description, I do not believe it is formally referred to as a 'capstone course' anywhere else (informally we do refer to it as the capstone course). We did not have enough room to properly describe this course as both a capstone course as well as a potential Physics course, so we had to be more general in the new description, and less specific. The proposed changes do not in any way affect the Diploma, it simply opens up the course to Physics students should they want to apply what they have learned to a semester long project. Diploma students will still have priority seating given that it is a required course (we can do this through reserved seats), but any remaining seats can be taken by interested Physics students.*

- Can some typical texts be provided?

*No. This is a project-based course, and there is no textbook used at all. The students will be applying what they have learned in previous courses to a semester-long project. Previous projects have involved students working with local industry, as well as with the BC Cancer Agency. There are really no actual lectures in this course other than the occasional discussions on safety, handling of equipment, and final presentations; hence no formal textbooks are required.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2014  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> ENPH 390                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Mechatronics<br><b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Department (or program if no department):</b> Physics                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br><p>In this practical application-based course, students will apply knowledge and skills gained in prior courses to design and build specific mechatronics-based projects. The interfacing between electronics and robotics will be emphasized with an eye towards industrial/practical applications.</p>                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | One of the following: ENPH 320, ENGR 330, PHYS 392, or ENPH 360. Note: As of January 2019, prerequisites will change to: ENPH 320, (one of COMP 150 or COMP 152), and (one of ENGR 330 or PHYS 382).                                                                                                                                                                                                                                                                                                                             |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | ENGR 151                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>ENGR 390</b><br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 75</b><br><b>Typical structure of instructional hours:</b> <table border="1"> <tr><td>Lecture hours</td><td>5</td></tr> <tr><td>Seminars/tutorials/workshops</td><td>70</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td><b>Total</b></td><td><b>75</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 5 | Seminars/tutorials/workshops | 70 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>75</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 70        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>75</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Maximum enrolment (for information only):</b> 18<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> annually                                                                                                                                                                                                                                                                                                                                                                |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Jeff Chizma                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> November 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Greg Schlitt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

ENGR 390

University of the Fraser Valley Official Undergraduate Course Outline

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**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Synthesize knowledge gained in previous courses to build creative solutions to real-world mechatronics problems.
- Exhibit strong organizational skills as well as effective time and cost management by taking a project from the design phase through to its completion.
- Collaborate, in both leadership and subordinate roles, in small teams to complete major projects.
- Demonstrate advanced oral and written communication skills.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes ☒ No, PLAR cannot be awarded for this course because this is the capstone course for the diploma.

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Projects including oral presentations and written reports.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.              | Publisher | Year |
|----------------------------|--------------------------------------|--------------------------|-----------|------|
| 1.                         |                                      | <input type="checkbox"/> |           |      |
| 2.                         |                                      | <input type="checkbox"/> |           |      |
| 3.                         |                                      | <input type="checkbox"/> |           |      |
| 4.                         |                                      | <input type="checkbox"/> |           |      |
| 5.                         |                                      | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Projects and materials designed/supplied by the instructor.

**Typical Evaluation Methods and Weighting**

|                   |     |                         |     |                   |   |            |      |
|-------------------|-----|-------------------------|-----|-------------------|---|------------|------|
| Final report:     | 40% | Project weekly reports: | 20% | Midterm exam:     | % | Practicum: | %    |
| Project proposal: | 20% | Project presentation:   | 20% | Field experience: | % | Shop work: | %    |
|                   |     |                         |     |                   |   | Total:     | 100% |

**Details (if necessary):** Projects include write-up and oral presentation

**Typical Course Content and Topics**

1. Robotic arms and hexapod robots: mechanical and control system design, and programming
2. Industry driven projects (such as agricultural technology and automation)
3. Community driven projects (such as medical device)
4. Students initiative driven projects

**Memo for Course Changes**

To: UEC

From: Jeff Chizma, Physics department head

Date: May 12, 2017

**Subject: Proposal for revision of PHYS 105 – Heat, Waves, and Optics**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☒ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- This is a 6 year review, where we have updated the calendar description to adhere to the new standards. The learning outcomes we tweaked with a couple of word changes, but otherwise were left unchanged. In addition, we have updated the evaluation methods to reflect the way the course is currently being taught. Textbooks were also updated to their most recent versions, with the inclusion of a free version which has been used as of late.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

- There were no substantial changes to the Learning Outcomes.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

- This course is not required by any program, but can be used by Biology students to satisfy their Physics requirement. The changes will not affect any program.

5. Which program areas have been consulted about the change(s)?

- The changes were not substantial enough to warrant consulting any other area.

6. What consideration has been given to indigenizing the curriculum?

- Indigenization will always be considered in individual courses where appropriate. However, indigenization is encouraged at the program level through breadth/elective requirements,



where students can choose from courses where indigenization is appropriate to the course content and discipline.

7. If this course is not eligible for PLAR, explain why:
  - This course is eligible for PLAR.
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
  - No changes have been made to the above.
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - There are no field trips required for this course.
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - As we have switched to a free textbook, there should be no additional cost to the student (they should already have a calculator).

**CWC comment and response:**

- Prerequisites: is MATH 094 necessary if students have MATH 095?

*Both courses are required prerequisites, and although MATH 094 is itself a prerequisite for MATH 095, it could be possible that a student was granted entry into MATH 095 without having taken MATH 094. However, if it is now accepted that only the one course be listed, then we are OK with just listing MATH 095. I will change the course outline to reflect this.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 1993  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|----|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PHYS 105                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            | <b>Number of Credits:</b> 5 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Heat, Waves and Optics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            | <b>Department (or program if no department):</b> Physics                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>An introductory non-calculus physics course covering electric circuits, waves, geometric and wave optics, and thermodynamics.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | (One of [Principles of Mathematics 12, Pre-Calculus 12, MATH 095, MATH 096, or MATH 110] and one of [Physics 11, PHYS 083, or PHYS 100]) or (one of Physics 12, PHYS 093, PHYS 101, or PHYS 111).                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>PHYS 102</b><br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                          |            | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>To find out how this course transfers, see <a href="#">bctransferguide.ca</a> . |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 120</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture hours</td> <td style="text-align: center;">75</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td></td> </tr> <tr> <td>Laboratory hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: center;"><b>120</b></td> </tr> </table> |            | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 75 | Seminars/tutorials/workshops |  | Laboratory hours | 45 | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>120</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 75         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>120</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Jeff Chizma                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | <b>Date approved:</b> May 12, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | <b>Date approved:</b> May 26, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            | <b>Date of posting:</b> September 15, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Lucy Lee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            | <b>Date approved:</b> May 26, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Analyze circuits consisting of multiple resistive elements in series and parallel.
- Use graphical and mathematical representations to describe simple harmonic motion
- Apply the superposition principle to determine the resulting wave shapes from interfering waves in systems that involve sound waves, light waves or waves on a string.
- Solve sound and light problems that involve concepts such as intensity and the Doppler shift.
- Use geometric optics to solve problems consisting of the reflection and/or refraction of light.
- Analyze systems consisting of lenses in combination including eye glasses and microscopes.
- Identify which of the three processes of heat exchange are dominant in a given physical situation; calculate rate of heat transfer.
- Solve calorimetric problems involving temperature changes and phase changes.
- Analyze situations using the laws of thermodynamics.
- Analyze devices which convert heat into work (heat engines) or use work to remove heat from a system (refrigerators and air conditioners).

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lecture, demonstration, small group practice, discussion, and laboratory.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                            | Current ed.                         | Publisher                                                    | Year |
|----------------------------|-----------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------|------|
| 1. Urone & Hinrichs        | College Physics                                                 |                                     | <input checked="" type="checkbox"/> OpenStax/Rice University |      |
| 2. Cutnell & Johnson       | Physics (10 <sup>th</sup> Edition)                              | <input checked="" type="checkbox"/> | Wiley                                                        | 2015 |
| 3. Knight, Jones and Field | College Physics: A Strategic Approach (3 <sup>rd</sup> Edition) | <input checked="" type="checkbox"/> | Pearson                                                      | 2014 |
| 4. Walker                  | Physics (5 <sup>th</sup> Edition)                               | <input checked="" type="checkbox"/> | Pearson                                                      | 2016 |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Fully-equipped physics lab.

**Typical Evaluation Methods and Weighting**

|                |     |              |      |                   |     |            |      |
|----------------|-----|--------------|------|-------------------|-----|------------|------|
| Final exam:    | 45% | Assignments: | 15 % | Midterm exam:     | 25% | Practicum: | %    |
| Quizzes/tests: |     | Lab work:    | 15 % | Field experience: | %   | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

|              |                                               |
|--------------|-----------------------------------------------|
| Weeks 1 & 2  | Electric Current and Direct-Current Circuits  |
| Week 3       | Oscillations About Equilibrium                |
| Week 4       | Waves and Sound                               |
| Week 5       | Electromagnetic Waves                         |
| Weeks 6 & 7  | Geometrical Optics                            |
| Week 8       | Optical Instruments                           |
| Week 9       | Physical Optics: Interference and Diffraction |
| Week 10 & 11 | Temperature and Heat                          |
| Week 12      | Phase and Phase Changes                       |
| Week 13      | The Laws of Thermodynamics                    |

**Laboratory Experiments**

|               |                                                      |
|---------------|------------------------------------------------------|
| Experiment 1  | Introduction to the Lab                              |
| Experiment 2  | Ohm's Law                                            |
| Experiment 3  | Resistors in Series and Parallel                     |
| Experiment 4  | Standing Waves on a Wire                             |
| Experiment 5  | Standing Waves in an Air Column                      |
| Experiment 6  | Thin Lenses                                          |
| Experiment 7  | Interference and Diffraction                         |
| Experiment 8  | Grating Spectrometer                                 |
| Experiment 9  | Specific Heat of a Metal and Heat of Fusion of Water |
| Experiment 10 | Electrical Equivalent of Heat                        |

**Memo for Course Changes**

To: Faculty of Science Curriculum Committee

From: Jeff Chizma (Head of the Physics department)

Date: November 17, 2017

**Subject: Proposal for revision of PHYS 232**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☒ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- The original concept of this course was as a break-away lab course for the now discontinued PHYS 222 course, which had an attached lab component. The lecture material in PHYS 222 is now covered in PHYS 312 (which replaced PHYS 222), as student feedback indicated that the material covered was a bit too advanced for students at the second year level, and more appropriate for a third year course. PHYS 232 then became a separate lab course, where we covered the experiments which used to be in PHYS 222. Over time we have found that we have had to add a substantial lecture component to PHYS 232 in order to keep up with requirements from both the Diploma, as well as our more advanced laboratory courses offered in our program. PHYS 232 has now grown beyond the simple lab course we had first envisioned, and so we are updating it rather than proposing a new course.
- As the course has evolved over time, we now feel that the amount of work required from students is more consistent with 3 credits rather than 2. Student feedback has confirmed that they feel similarly, so we have increased the number of credits to 3. This is as opposed to reducing the amount of material in the course to be more consistent with a 2 credit course, which we do not feel is possible given its importance to both the Engineering Physics diploma and our Major/Minor/Honours degrees.
- Due to the increase of both the material and difficulty of the course, we also feel that PHYS 221 should be a pre or co-requisite for this course; this should increase student success

rates. (Normally all students taking PHYS 232 will already have taken PHYS 221, so this simply formalizes what was already assumed by the instructor, and eliminates the possibility of a student not already having taken PHYS 221). We are now scheduling PHYS 232 in the Winter semester, whereas PHYS 221 is always offered in Fall, so there should be no issue in students taking PHYS 221 as a prerequisite.

- Due to the rather large lab component of this course, space and equipment restrictions limit the maximum number of students to 18 rather than 24.
  - The number of contact hours has increased from 45 to 60 hours to accommodate the additional material being covered in the lectures, and to be more consistent with a course scheduled for three blocks a week which is evenly split between lectures and labs. This is also up to date with recent changes in the Diploma requirements, so as to not reduce the total number of credits below 60 for the diploma.
  - The textbooks have been updated.
  - Some minor changes in lab content was also necessary to increase student preparedness for follow-up courses.
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):
    - There are no changes in the learning outcomes.
  4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
    - This course is only required for the Engineering Physics diploma, so will not affect any other disciplines than Physics (for which the course is an elective for the major and minor).
  5. Which program areas have been consulted about the change(s)?
    - As this affects only Physics and Engineering students, no other program areas have been consulted.
  6. What consideration has been given to indigenizing the curriculum?
    - As we are making only minor changes to this course, we see no way to increase the indigenous content of this course at this time. In this case, indigenization is better considered at the program level rather than at the course level.
  7. If this course is not eligible for PLAR, explain why:
    - This course is eligible for PLAR.
  8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
    - The proposed changes should not affect the budget for Physics.
  9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
    - N/A
  10. Estimate of the typical costs for this course, including textbooks and other materials:

- We estimate that students should expect to pay somewhere in the neighborhood of \$150 each for the cost of the textbook.

**CWC comments and responses:**

- Change in credits will impact the total number of credits required for the Engineering Physics diploma in Mechatronics; this should be addressed in the memo.

*As this is an increase in credits, we do not see it impacting the Diploma. There has also been a commensurate reduction of required courses for the Diploma (one fewer, as we have removed ENGR 151 as a required course), and the additional credit for this course (as well as for ENGR 210) will help ensure that the Diploma remains at at least 60 credits. See revised memo for more discussion on this course.*

- Are there any more recent texts that should be included?

*This is more or less the standard textbook on the subject (at this level), and the one used by the course instructor. The most recent version of this textbook is 2014.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2010  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|----|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PHYS 232                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Experimental Methods in Physics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Department (or program if no department):</b> Physics                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>An introduction to the techniques involved in designing a physics experiment. There is an emphasis on electric circuits and electrical measurements, but practical methodologies useful in all experimental physics courses are developed.                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | PHYS 112.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | PHYS 221.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 60</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td style="text-align: right;">30</td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>60</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30 | Seminars/tutorials/workshops |  | Laboratory hours | 30 | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>60</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 18<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Jeff Chizma                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> November 17, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Greg Schlitt (Acting)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Display competence with the connection and measurement of simple electronic circuits.
- Automate the computation process with the aid of spreadsheets.
- Design procedures for the measurement of experimental results.
- Identify variables that might control the phenomenon being studied.
- Control variables as part of designing a course of action in an experiment.
- Design a lab from beginning to end and execute the lab to answer a specific question.
- Devise or modify experiments to resolve disagreements with an expected model, differentiate between competing models, search for and reduce hidden systematic errors, or further test a successful model.
- Judge whether or not a model fits a data set.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

Evidence of industrial or related experience with sufficient overlap to the course material.

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Core material is presented in lecture format; the material will be immediately re-enforced with hands-on work in a lab setting; homework assignments will reinforce specific analysis techniques.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                                                   | Current ed.                         | Publisher                | Year |
|----------------------------|----------------------------------------------------------------------------------------|-------------------------------------|--------------------------|------|
| 1. Bevington, P.           | Data Reduction and Error Analysis for the Physical Sciences, 3 <sup>rd</sup> Edition   | <input checked="" type="checkbox"/> | McGraw-Hill              | 2002 |
| 2. Young and Freedman      | University Physics (any calculus based first year text will cover the minimum Physics) | <input type="checkbox"/>            |                          |      |
| 3. Taylor                  | An Introduction to Error Analysis                                                      | <input checked="" type="checkbox"/> | University Science Books | 1996 |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Access to a computer with Excel or other spreadsheet program.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 20% | Assignments: | 20% | Midterm exam:     | 10% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | 50% | Field experience: | %   | Shop work: | %    |
| Final Project: | %   | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

**Lectures:**

Weeks 1-3: Introduction: Philosophy of experimental science; models vs. reality; measurements in physics labs; review of concepts of voltage, current, and resistance. Basic computations for labs: mean, standard deviation, standard error of the mean; emphasize how these concepts relate to actual data sets and can be used to reject or accept theories. Frequency response; general circuit rules.

Week 4 and throughout course: Introduction to Design: The process of defining a problem, breaking the problem into components, and the iterative process of refining the steps to solve the problem will be discussed in detail both in theory and with multiple examples. A class will be devoted to discussing some of the possible projects the students are to design in their final project, along with providing hints, suggestions, and other advice of general value.

Weeks 6-9: Introduction to testing a formula experimentally: using theory to estimate values; deciding on display of data; controlling parameters. Using standard spreadsheet tools to do the "grinding" work associated with error analysis and error propagation; graphing on a spreadsheet. Using graphs, statistical relationships, and estimation to refine an experiment.

Weeks 10-11: Elements of Electronics 2 and 3: Voltage dividers; filters; impedance matching, transformers and power supplies. Introduction to the concepts of amplifiers and control.

Weeks 12-13: Introduction to instrumentation: Some types of common apparatus and techniques including limitations and advantages, (e.g. VTVMs, Lock-in amplifiers, doing 4 point resistance measurements, bridge measurements.)



Other common electronic devices will be introduced as time permits: this is a brief discussion of solar cells, various transducers, servo motors and stepper motors. Emphasis will be on the array of things that can be done at the level of this course.

**List of Potential Labs:**

Lab 1: Use of Meters: Review of techniques; calculation of uncertainties; simple verification; format.

Lab 2: The oscilloscope: proper use of the digital storage scope and various functions.

Lab 3: RC circuits and filters.

Lab 4: LCR resonance.

Lab 5: Project 1: Mechanical lab with well specified goal, but no given procedures. This will take two weeks.

Lab 6: Optical lab.

Lab7: Power Supplies.

Lab8: Introduction to Amplifiers and Op-Amps.

Lab9: Project 2: A lab designed and implemented by the students. This will take two weeks.

Note: A midterm will be scheduled during one of the lab periods.

**Memo for Course Changes**

To: UEC

From: Jeff Chizma, Physics department head

Date: May 12, 2017

**Subject: Proposal for revision of PHYS 393 – Computer Algebra Physics I**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☒ Credits and/or total hours
- ☒ Title
- ☒ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☒ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☒ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- This is a 6 year review, where we have updated the calendar description and learning outcomes to adhere to the new standards. In addition, we have updated the evaluation methods and textbooks to reflect the way the course is currently being taught. The title has also been changed to reflect the change in focus of the course as taught by current instructors. The previous focus on computer algebra only was too restrictive, and did not properly encompass the skillset required by students in this modern age.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

- The learning outcomes have been updated to more clearly align with those of the program, and to better represent the change in the emphasis of the course.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

- This course is not required by any program.

5. Which program areas have been consulted about the change(s)?

- This course affects only Physics, so no other areas were consulted.

6. What consideration has been given to indigenizing the curriculum?

- Indigenization will always be considered in individual courses where appropriate. However, indigenization is encouraged at the program level through breadth/elective requirements,

where students can choose from courses where indigenization is appropriate to the course content and discipline.

7. If this course is not eligible for PLAR, explain why:
  - This course is eligible for PLAR.
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
  - Although the frequency of offering has been updated to include the actual practise of offering the course based on student demand, there are no budget implications to this change.
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - There are no field trips required for this course.
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - A student licence for Mathematica can be purchased for less than \$150, and is valid as long as they are a student (even into grad school).

**CWC comments and responses:**

- Credits/hours are not consistent with policy 105; please provide an additional rationale to explain the discrepancy.

*We feel that the amount of work both inside and outside class required of students is worthy of 3 credits, and is completely consistent with Policy 105. Policy 105 states that credit is assigned based on the amount of work students do both inside and outside of class, and is not based only on the number of credit hours. There is not necessarily any direct correlation between class hours and credits, as stated explicitly in Policy 105:*

*"At UFV, many courses do not follow the above model. They may contain more than one instructional format or have quite different ratios of class time to outside-of-class time. Therefore, credits should not be determined solely by the number of class hours. Instead, credits are based on an equivalent total amount of student course work (including class time and outside-of-class time)."*

- Should PHYS 221 be listed as a pre/corequisite, or just a prerequisite? Have students who have taken PHYS 221 as a corequisite been successful in this course?

*I have moved PHYS 221 to a prerequisite only - this was an oversight on our part. I believe that students have always had PHYS 221 going into PHYS 393, so I cannot comment on how students did without it.*

- Expected frequency of offerings: UEC typically finds “on demand” to be problematic. Suggest revising to “at least every three years” or similar.

*Each year we poll our students on what upper level courses we will be offering the following year (in addition to ones we run regularly). On average, the students select 3-4 upper level courses each year that we will put on (none are required courses). If the students do not vote for the course, then we do not run it that year. However, most times a course does not go more than 3 years without being offered - but that is not a guarantee. Stating that a course will unequivocally be running at least every three years may not be completely accurate, so we would not like to put that on the official course outline. Stating that the course is 'offered on demand', is in fact exactly how we have been offering it, and will continue to offer it. If a more acceptable version of 'on demand' can be found, we would be happy to use it, but we do not like the idea of having misleading information on an official course outline.*

- Should some texts be included?

*No, not really. The software that is now used in the course comes with its own online help system, which effectively informs students how to use it. There are of course textbooks written on the subject, but they are not really required for students to be successful in the course. As a result, no textbooks are used in this updated version of the course. I will however add the web links given to students on the syllabus.*

- Evaluation: suggest further breaking down the 50% for “project/presentation”.

*Once students work their way through several assignments to gain a familiarity with the software and how to use it, students are then required to come up with a project to apply what they have learned. This final project also requires students to create a poster (a high quality, conference-worthy poster) on their project explaining what they did. The combined poster and project are worth 50% of their final grade; students are given more details on the syllabus as well as in their first class meeting. I will add a comment on the outline, but the evaluation of both are tied together into the 50% and cannot be easily separated.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2002  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PHYS 393                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Computational Physics I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department (or program if no department):</b> Physics                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Symbolic and numerical computational physics focusing on plotting and fitting data; applications of numerical techniques and Monte Carlo methods; simulating and animating time-dependent systems; and random walks and diffusive processes.                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | PHYS 221. Note: As of January 2019, PHYS 221 must be taken as a prerequisite course.                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                       |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 75</b><br><b>Typical structure of instructional hours:</b> <table border="1"> <tr> <td>Lecture hours</td> <td>75</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td></td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>75</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 75 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>75</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 75        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>75</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> On demand                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Jeff Chizma                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> May 12, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> May 26, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of posting:</b> September 15, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Lucy Lee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> May 26, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

PHYS 393

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

**Learning Outcomes**

- Upon successful completion of this course, students will be able to: Perform symbolic calculations using a computer algebra system.
- Produce publication-quality plots.
- Apply iterative numerical algorithms to tasks such as finding roots, computing definite integrals, and solving initial-value problems.
- Animate a discretized, time-dependent physical system.
- Apply Monte Carlo methods to numerical integration, sequential probabilistic events, and error propagation.
- Apply random walk models to simulate diffusion of a non-interacting collection of particles.
- Perform a weighted least-squares fit of a data set to some function with free parameters.
- Design a four-week long investigation of a non-trivial physical system utilizing simulations and/or numerical methods.
- Construct a research poster.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Active learning classroom, projects

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                                        | Current ed.              | Publisher | Year |
|----------------------------|-----------------------------------------------------------------------------|--------------------------|-----------|------|
| 1.                         | <a href="http://www.wolfram.com/support">http://www.wolfram.com/support</a> | <input type="checkbox"/> |           |      |
| 2.                         | <a href="https://www.python.org/doc/">https://www.python.org/doc/</a>       | <input type="checkbox"/> |           |      |
| 3.                         |                                                                             | <input type="checkbox"/> |           |      |
| 4.                         |                                                                             | <input type="checkbox"/> |           |      |
| 5.                         |                                                                             | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

A student licence for Mathematica is highly recommended.

**Typical Evaluation Methods and Weighting**

|                      |     |              |     |                   |   |            |      |
|----------------------|-----|--------------|-----|-------------------|---|------------|------|
| Final:               | %   | Assignments: | 50% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests:       | %   | Lab          | %   | Field experience: | % | Shop work: | %    |
| Project/Presentation | 50% | Other        | %   | Other:            | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

- Algebra and calculus using a computer algebra system
- Importing, exporting, manipulating, and plotting data
- Applying numerical methods to root finding, integration, and initial-value problems
- Simulating/animating time-dependent physical systems
- Monte Carlo methods and applications
- Random walks and diffusive processes
- Curve fitting and residuals
- Final project and poster: Students will be required to numerically investigate a non-trivial scientific system that they have simulated using either Mathematica or Python. Students will then create a high quality poster presenting their results

**Memo for Course Changes**

To: UEC

From: Jeff Chizma, Physics department head

Date: May 12, 2017

**Subject: Proposal for revision of PHYS 484 – Nonlinear Physics**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☒ Frequency of course offering
- ☒ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☒ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- This is a 6 year review, where we have updated the calendar description and learning outcomes to adhere to the new standards. In addition, we have updated the evaluation methods and textbooks to reflect the way the course is planned on being taught. This course was developed and taught by a now retired faculty member, and the changes also reflect the way current faculty intend on teaching the course – it has not been offered since the aforementioned retirement. We have also dropped the co-requisite of PHYS 485, so that the courses can now be offered in different semesters.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

- The learning outcomes have been updated to more clearly align with those of the program. Although the language has been updated to reflect current standards, the actual goals of the course remain intact.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

- This course is not required by any program.

5. Which program areas have been consulted about the change(s)?

- This course affects only Physics, so no other areas were consulted.

6. What consideration has been given to indigenizing the curriculum?

- Indigenization will always be considered in individual courses where appropriate. However, indigenization is encouraged at the program level through breadth/elective requirements, where students can choose from courses where indigenization is appropriate to the course content and discipline.
- 7. If this course is not eligible for PLAR, explain why:
  - This course is eligible for PLAR.
- 8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
  - Although the frequency of offering has been updated to include the actual intention of offering the course based on student demand, there are no budget implications to this change.
- 9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - There are no field trips required for this course.
- 10. Estimate of the typical costs for this course, including textbooks and other materials:
  - Depending on where the textbook is purchased, the expected cost should be less than \$150.

**CWC comments and responses:**

- Credits/hours are not consistent with policy 105; please provide an additional rationale to explain the discrepancy.

*As is the case with PHYS 393, we do not see any inconsistency with Policy 105. Please see memo for PHYS 393, as the same rationale applies here.*

- Expected frequency of offerings: UEC typically finds “on demand” to be problematic. Suggest revising to “at least every two years” or similar.

*Again, this is the same issue as with PHYS 393. Please see the explanation for PHYS 393.*





ORIGINAL COURSE IMPLEMENTATION DATE: September 1995  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PHYS 484                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Nonlinear Physics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department (or program if no department):</b> PHYSICS                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Analysis of nonlinear differential equations of physics including exact solutions, phase portrait sketching, approximate solution techniques, forced nonlinear oscillators, the inverse scattering transform, and numerical methods.                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | PHYS 221 and PHYS 381.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                       |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><b>Transfer credit requested</b> (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="#">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 75</b><br><b>Typical structure of instructional hours:</b> <table border="1"> <tr> <td>Lecture hours</td> <td>75</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td></td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>75</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 75 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>75</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 75        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>75</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> On demand                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Dr. Jeff Chizma                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> May 12, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> May 26, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of posting:</b> September 15, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Lucy Lee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> May 26, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Identify important examples of nonlinear systems in physics and elsewhere.
- Solve analytically Bernoulli and Riccati differential equations.
- Classify equilibrium points of a dynamical system.
- Sketch qualitative phase portraits of dynamical systems in one and two dimensions.
- Apply the Poincare-Bendixson theorem to search for limit cycles of a dynamical system in two dimensions.
- Generate approximate solutions to nonlinear differential equations using a variety of techniques such as perturbation theory, the Krylov-Bogoliubov method, and the Ritz method.
- Identify key features of nonlinear response curves such as jumps, hysteresis, and subharmonic response.
- Solve the viscous Burgers's equation using the Cole-Hopf transformation.
- Characterize soliton solutions to nonlinear, diffusive wave equations.
- Solve certain nonlinear partial differential equations using the inverse scattering transform.
- Apply techniques such as the Euler method, the Runge-Kutta method, or finite difference methods to calculate numerical solutions to nonlinear differential equations.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lecture, active learning classroom, project/presentation

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                            | Current ed.                         | Publisher  | Year |
|----------------------------|-----------------------------------------------------------------|-------------------------------------|------------|------|
| 1. Enns/McGuire            | Nonlinear Physics with Maple for Scientists and Engineers.      | <input checked="" type="checkbox"/> | Birkhauser | 2013 |
| 2. Enns/McGuire            | Nonlinear Physics with Mathematica for Scientists and Engineers | <input checked="" type="checkbox"/> | Birkhauser | 2013 |
| 3.                         |                                                                 | <input type="checkbox"/>            |            |      |
| 4.                         |                                                                 | <input type="checkbox"/>            |            |      |
| 5.                         |                                                                 | <input type="checkbox"/>            |            |      |

**References:**

1. Jackson, E. A., Perspectives of Nonlinear Dynamics, Vol. 1 and Vol. 2, Cambridge University Press, 1989, 1991
2. Moon, F. C., Chaotic and Fractal Dynamics, An Introduction for Applied Scientists and Engineers, Wiley, 1992
3. Hilborn, R. C., Chaos and Nonlinear Dynamics, Oxford University Press, 1994

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Students are strongly encouraged to purchase either a Maple or Mathematica home licence.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |    |            |      |
|----------------|-----|--------------|-----|-------------------|----|------------|------|
| Final exam:    | 30% | Assignments: | 50% | Midterm exam:     | 0% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %  | Shop work: | %    |
| Project:       | 20% | Other:       | %   | Other:            | %  | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

1. Examples of Nonlinear Systems
  - a. nonlinear mechanics (simple pendulum, eardrum, nonlinear damping, lattice dynamics)
  - b. competition phenomena (Volterra equations, fox rabies in Europe, laser beam competition)
  - c. nonlinear electrical phenomena
  - d. chemical oscillators
  - e. solitons
  - f. chaos
2. Methods of Solutions
  - a. exactly solvable equations (i.e., Bernoulli, Riccati, elliptical integrals)
  - b. variation of parameters
3. Topological Analysis and Graphical Solutions
  - a. types of singular points
  - b. graphical methods of solution

4. Limit Cycles
  - a. oregonator model
  - b. first theorem of Bendixon
  - c. Poincare-Bendixon Theorem
  - d. Prigogine-Lefever Model
5. Analysis Methods
  - a. perturbation method (Poisson's & Linstedt's)
  - b. Krylov-Bogoliubov Method
  - c. Ritz method
  - d. Galerkin method
6. Forced Nonlinear Oscillators
  - a. iterative solution of Duffing's equation
  - b. nonlinear response curve
  - c. jump phenomena and hysteresis
  - d. subharmonic response
7. Partial Nonlinear Differential Equations
  - a. Burger's Equation-Hopf-Cole transformation
  - b. elementary soliton calculations
8. Week 11: Inverse Scattering Transformation Method
  - a. Lax's formulation
  - b. one and two soliton formulas
  - c. general input shapes
  - d. Zakharov-Shabat/AKNS Approach
9. Numerical Techniques
  - a. finite difference approximations
  - b. special methods, e.g., Euler, Modified Euler, Runge-Kutta, explicit method of solving PDEs

**Memo for Course Changes**

To: UEC

From: Jeff Chizma, Physics Department head

Date: May 12, 2017

**Subject: Proposal for discontinuation of PHYS 252 – Introduction to Twentieth Century Physics: Special Relativity and Quantum Physics**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- We have replaced this course with PHYS 225, which better addresses the material students should know at the second year level. Also, there was enough overlap with PHYS 351 and PHYS 352 that PHYS 252 was no longer necessary at this time.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

- N/A

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

- This course is not required by any program.

5. Which program areas have been consulted about the change(s)?

- As this only affects Physics, no other area was consulted.

6. What consideration has been given to indigenizing the curriculum?

- N/A

7. If this course is not eligible for PLAR, explain why:

- N/A

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
  - None of the above are affected by the discontinuation of the course.
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - N/A
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - N/A

**Memo for Course Changes**

To: UEC

From: Jeff Chizma, Physics Department head

Date: May 12, 2017

**Subject: Proposal for discontinuation of PHYS 323 – Special Relativity**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- We currently have a newer course which covers this material, so no longer need to have PHYS 323 active.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

- N/A

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

- This course is not required by any program.

5. Which program areas have been consulted about the change(s)?

- As this only affects Physics, no other area was consulted.

6. What consideration has been given to indigenizing the curriculum?

- N/A

7. If this course is not eligible for PLAR, explain why:

- N/A

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit

- c. Frequency of offering
  - d. Resources required (labs, equipment)
    - None of the above are affected by the discontinuation of the course.
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
- N/A
10. Estimate of the typical costs for this course, including textbooks and other materials:
- N/A

**Memo for Program Changes**

To: Faculty of Science Curriculum Committee

From: Jeff Chizma, Department Head of Physics

Date: November 17, 2017

**Subject: Program change (Engineering Physics Diploma)**

1. Summary of changes (select all that apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☒ Change in requirements for admission
- ☒ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s):

- Due to some students deciding to enter the diploma program after their second year, we have added in an additional option of using their grade in Physics 221 as entry into the program.
- Due to a better understanding of students enrolling in the program (primarily for international students), we have altered our competitive entry to a first come first served model. Transferring actual letter grades for equivalent courses from other institutions was an issue which affected competition. It is hoped that this will help streamline the registration process for students wishing to enter the program.
- Due to the fluctuating tuition costs for international students, we have removed a specific number (\$7500), and replaced it with a reference to the current costs for all international students.
- Due to the actual requirement of computer programming skills (C or C++), and the potential that students are exposed to this in Comp 150 (it appears to be instructor dependent), we have officially added in this option which we have recently been accepting unofficially.
- Having run through effectively two complete cohorts of students, we have observed that a change in the order in which students take courses (specifically PHYS 232 and ENGR 210) would be beneficial.
- We have also replaced a previously required course in the program (ENPH 360) with another elective (elective IV). This was due to consultation with a working engineer who upon reviewing our program requirements, made the suggestion of removing that required course. As the course in question has never been offered, the course replacement is to reflect the actual program as it is currently being implemented rather than any change in the curriculum.



- We have also significantly increased the number of potential elective courses for the diploma, and included two tables (recommended and acceptable) for students to consult. The recommended courses are for those students who wish to receive the diploma only, while the acceptable courses are primarily for those students who wish to receive both the diploma and physics major.
- The residency requirement has also been changed to reflect the varying background of students entering the program. Thus although we require a fewer number of specific courses for residency, we are now requiring them at the upper level.
- 3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:
  - N/A
- 4. What consideration has been given to indigenizing the curriculum?
  - The suggested changes to the program have not allowed any further consideration of Indigenization, however it will always be considered in individual courses where appropriate. Indigenization is encouraged at the program level through breadth/elective requirements, where students can choose from courses where indigenization is appropriate to the course content and discipline.
- 5. Will additional resources be required? If so, how will these costs be covered?
  - N/A
- 6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?
  - Due to the changes in the entry requirements, it is anticipated that enrolments could increase (primarily from international students).
- 7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?
  - Yes, we have replaced one required course with a fourth elective course. This will only affect one course (ENPH 360), which has in fact never run. We therefore do not anticipate this affecting our other course offerings within Physics. We are also no longer specifically requiring ENGR 151 for the program, but instead have it as a prerequisite for the capstone project course ENPH 390.
- 8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)
  - N/A
- 9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.
  - Although we have added in an additional elective course offering (replacing a course which has never been offered), it is expected that this elective will be chosen primarily from current Physics offerings, and thus the impact to other disciplines will be minimal.

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

- N/A

Engineering Physics

[ufv.ca/engineering](http://ufv.ca/engineering)

## Engineering Physics diploma in Mechatronics

This is an advanced two-year diploma program in Engineering Physics, specializing in Mechatronics.

The program itself contains ~~62~~64 credits. The program is designed for students to go directly to the workplace, but also to ladder the diploma up to a UFV Bachelor of Science degree with a Physics major or even to complete an engineering degree at another institution.

### Entrance requirements

1. One of the following: (B- or better in PHYS 112 and B- or better in MATH 112) or (B- or better in PHYS 221)
- ~~1. PHYS 112 with a minimum grade of B~~
- ~~2. MATH 112 with a minimum grade of B-~~
- ~~3.~~2. Students must meet at least one of the prerequisites for [ENGL 105](#)
- ~~4.~~3. Students must have at least a CGPA of 2.0

### When to apply

Admission to the program will be for the Fall semester. For application deadlines, see [Specific intake application process](#). Students are assumed to take at least four courses per semester for the four semesters of the diploma.

### How to apply

Apply online at [ufv.ca/admissions/admissions/apply](http://ufv.ca/admissions/admissions/apply).

### Basis for admission decision

Entry is competitive. Normally Sstudents with the highest GPAs based on MATH 111, MATH 112, PHYS 111, and PHYS 112 at the end of April will have the first offers to enter the program. However if students are using PHYS 221 for entry into the program, then the GPA calculation will include their PHYS 221 grade in addition to the aforementioned four courses.

Entrance to the program is on a first come first served basis, however students must have met the ~~pre-reqs for entrance~~above entrance requirements in order to be accepted into the ~~program~~.

~~International Program. International~~ students, who do not have the stated prerequisite courses (or their transfer equivalent), will be considered for admission if suitability is determined by the Department Head in consultation with the Office of the Registrar. All students must meet the continuance level for the ~~P~~program.

Qualified students that are not admitted will be recorded on a wait list. When a seat is offered to a student, that student must accept the offer in a timely fashion or that seat will be offered to the next student on the wait list.

If a student has already completed courses from the diploma prior to being accepted to the diploma, the Engineering Physics Diploma Committee (EPDC) will decide if this student should be accepted to the program (creating unfilled reserved seats in some courses) or if the student should be delegated to a wait list. Effective use of University resources can be a factor in the committee's decision.

## **Fees and additional costs**

International students will pay ~~\$7,500 per semester~~ the current UFV International Student semester rate (see International Tuition & Fees) for four semesters. Domestic students will pay the standard rate. For more information, please see the [Fees and other costs](#) calendar page.

## **Program duration and total number of credits**

Duration of the program is two years; however, students meeting the program requirements over a longer time period will also be allowed to graduate.

## **Location**

~~For the first year of the program, all~~ The majority of the courses will be held on the Abbotsford campus, ~~except ENGR 100, which however some courses may will~~ occasionally be held in Chilliwack at the Trades and Technology Centre campus.

## **Program outline**

It is recommended that students take the following ~~two required~~ courses before the start of the program:

| Course              | Title                                          | Credits      |
|---------------------|------------------------------------------------|--------------|
| COMP 152            | Introduction to Structured Programming         | 4            |
| <u>or COMP 150</u>  | <u>Introduction to Programming</u>             | <u>4</u>     |
| <del>ENGR 151</del> | <del>Computer Aided Engineering Graphics</del> | <del>4</del> |

These two courses are pre-requisites for the second year of the program, so if not taken before entry they should be taken before the second year.

### Other required courses:

The following shows the courses required for the program, as well as a sample schedule as to how the courses should normally be taken.

#### Semester I (Fall) 12-14 credits

| Course                              | Title                                                              | Credits                        |
|-------------------------------------|--------------------------------------------------------------------|--------------------------------|
| MATH 211                            | Calculus III                                                       | 3                              |
| PHYS 221 (see Note 1)               | Intermediate Mechanics                                             | 4                              |
| PHYS 231                            | Introduction to Thermodynamics                                     | 3                              |
| <del>PHYS 232</del> <u>ENGR 210</u> | <del>Experimental Methods in Physics</del> <u>Circuit Analysis</u> | <del>2</del> <u>3</u> <u>4</u> |

Note 1: Students with credit for ENGR 113, ENGR 152/MATH 152, and MATH 255 are not required to take PHYS 221.

#### Semester II (Winter) 13-14 credits

| Course                              | Title                                                                | Credits                        |
|-------------------------------------|----------------------------------------------------------------------|--------------------------------|
| PHYS 381                            | Mathematical Physics                                                 | 3                              |
| <del>ENGR 210</del> <u>PHYS 232</u> | <del>Circuit Analysis</del> <u>Experimental Methods in Physics</u>   | <del>3</del> <u>2</u> <u>3</u> |
| ENPH 310                            | Electronics I                                                        | 4                              |
| Elective I                          | Please see the <u>E</u> lective <u>O</u> ptions <u>T</u> ables below | 3-4                            |

#### ~~Summer Semester: 1 credit~~

| Course              | Title                             | Credits      |
|---------------------|-----------------------------------|--------------|
| <del>ENGR 100</del> | <del>Production in Practice</del> | <del>1</del> |

#### Semester III (Fall) 15-17 credits

| Course           | Title                          | Credits  |
|------------------|--------------------------------|----------|
| <u>ENGR 100*</u> | <u>Production and Practice</u> | <u>1</u> |
| ENPH 320         | Electronics II                 | 4        |
| ENGR 330         | Automatic Control Systems      | 4        |

~~ENPH 360 (formerly PHYS 392) Elective II~~ Please see the Elective Options Tables below ~~Interfacing and Virtual Instrumentation~~ 3-4

Elective III Please see the ~~E~~lective ~~O~~ptions ~~T~~ables below 3-4

\* Although ENGR 100 is listed as a Fall course (students register for it in Fall), it will be offered at the end of the previous Summer semester (late August)

#### Semester IV (Winter) 14-15 credits

| Course                  | Title                                                                            | Credits |
|-------------------------|----------------------------------------------------------------------------------|---------|
| ENGR 340                | Micro-Processors and Embedded Systems                                            | 4       |
| ENGR 350                | Sensors and Actuators                                                            | 4       |
| <del>ENPHGR</del> 390   | Mechatronics                                                                     | 3       |
| Elective <del>IVH</del> | Please see the <del>E</del> lective <del>O</del> ptions <del>T</del> ables below | 3-4     |

#### Elective Options

For those students completing the ~~D~~iploma only, the ~~electives on the following list of~~ ~~electives~~ are both recommended and accepted:

| Course                           | Title                                                     | Credits      |
|----------------------------------|-----------------------------------------------------------|--------------|
| <del>*CMNS 1255</del>            | Introduction to Workplace and Academic Communication      | 3            |
| <del>or CMNS 235 or higher</del> | Any CMNS course numbered 235 or higher                    | 3            |
| <del>or ENGL 105</del>           | Academic Writing                                          | 3            |
| <del>ENGR 113</del>              | <u>Engineering Physics – Statics &amp; Dynamics</u>       | <u>4</u>     |
| <del>**ENGR 152/MATH 152</del>   | Linear Algebra for Engineering                            | 4            |
| <del>or MATH 221</del>           | Linear Algebra                                            | 3            |
| <del>MATH 255</del>              | <del>Ordinary Differential Equations</del>                | <del>3</del> |
| <del>MATH 270</del>              | <u>Introduction to Probability and Statistics</u>         | <u>4</u>     |
| PHYS 225                         | Waves and Introductory Optics                             | 3            |
| <del>PHYS 325</del>              | <u>Fluid Mechanics</u>                                    | <u>3</u>     |
| PHYS 382                         | Modern Physics Laboratory I                               | 3            |
| <del>PHYS 393</del>              | <del>Computational Physics</del> <u>Algebra Physics I</u> | <u>3</u>     |
| PHYS 402                         | Advanced Optics                                           | 3            |
| <del>PHYS 408</del>              | <u>Special Topics in Physics</u>                          | <u>3</u>     |
| <del>ENPH 360</del>              | <u>Interfacing and Virtual Instrumentation</u>            | <u>3</u>     |

\* Only one CMNS or ENGL 105 may be counted as an elective

\*\* Only one of MATH 221 or MATH 152/ENGR 152 may be counted as an elective

The ~~electives on the~~ following additional list ~~of electives~~ are accepted for the ~~D~~diploma, but are only recommended for those students pursuing both the ~~D~~diploma and Physics ~~M~~major:

| <u>Course</u>   | <u>Title</u>                                    | <u>Credits</u> |
|-----------------|-------------------------------------------------|----------------|
| <u>COMP 155</u> | <u>Object-oriented Programming</u>              | <u>4</u>       |
| <u>MATH 255</u> | <u>Ordinary Differential Equations</u>          | <u>3</u>       |
| <u>PHYS 311</u> | <u>Statistical Physics</u>                      | <u>3</u>       |
| <u>PHYS 312</u> | <u>Intermediate Electromagnetism</u>            | <u>3</u>       |
| <u>PHYS 321</u> | <u>Advanced Mechanics</u>                       | <u>3</u>       |
| <u>PHYS 351</u> | <u>Quantum Mechanics</u>                        | <u>3</u>       |
| <u>PHYS 412</u> | <u>Advanced Electromagnetism</u>                | <u>3</u>       |
| <u>PHYS 455</u> | <u>Solid State Physics</u>                      | <u>3</u>       |
| <u>PHYS 481</u> | <u>Advanced Mathematical Methods of Physics</u> | <u>3</u>       |

Note: Students must choose ~~four~~ three elective courses from the Elective Options ~~T~~able.  
(Additional electives may be accepted upon approval by the Engineering Physics ~~D~~iploma Committee)

## **Program regulations**

### **Continuance in the program**

~~To remain in the program, a student must maintain a minimum GPA of 2.0 in all program courses.~~

To remain in the program, a student must maintain a minimum GPA of 2.0 as calculated for courses applied towards the ~~D~~iploma.

~~To remain in the program, a student must maintain a minimum GPA of 2.0 in all courses taken from the time of admission to the program.~~

~~Note: The above two calculations are the same if a student has not taken any program specific courses prior to starting the program and does not take any additional courses outside the program while working on the diploma.~~

If a student drops below the minimum GPA, they will have one semester to rectify the problem. The EPDC may grant exceptions under extenuating circumstances.

## **Undergraduate continuance**

~~Students enrolled in undergraduate courses (courses numbered 100 or above) must maintain an undergraduate Cumulative Grade Point Average (CGPA) of at least 2.00 to remain enrolled in Good Academic Standing at UFV. Students in Good Academic Standing will have no registration limits placed on them. Failure to meet the minimum CGPA requirement will result in restrictions on registration and may eventually lead to academic suspension from undergraduate studies at UFV. Students on Academic Warning or Academic Probation are limited to registering in 10 credits. For further details, see the [Undergraduate Continuance section](#) of the academic calendar. Academic standing is governed by UFV's [Undergraduate Continuance policy \(92\)](#).~~

## **Course repetition**

No course in the program can be taken more than twice.

## **Re-admission**

Re-admission to the program is not guaranteed. Space must be available in the courses the student needs. The EPDC may choose to readmit a student who has achieved a semester GPA of at least 2.0 in a semester in which the student took at least nine credits of courses.

## **Residency**

~~In addition to the standard UFV residency requirements, students must complete [ENGR 100 and ENPH 390](#), in addition to ~~seven~~[four](#) of the ~~named~~[required upper level \(300 or above\)](#) Physics, [Engineering](#), or Engineering Physics [courses in this diploma in Mechatronics courses](#) at UFV ([this does not include Elective courses](#)), ~~in addition to ENGR 100.~~~~

## **Graduation requirements**

Students must complete all required courses and required number of electives as specified by the program. Students must maintain a minimum GPA of 2.0 computed on all the program courses.

~~The EPDC may override specific course requirements if they deem another course can be substituted for the course a student is missing. If the student has completed the required courses but with a GPA below 2.0, the committee can allow a student to graduate by requiring additional course(s) at a performance level determined by the committee. (Specifically, this means a student missing a course may be able to take a Directed Studies course or other designated course to meet the program requirements even if there is no room in the existing program course.)~~

It is possible for a student to take all courses in the program without being admitted to the program if seats reserved for diploma students were released for general admission and taken by the student. It is also possible that a student who failed to meet continuance requirements could complete the courses without meeting the re-admission requirements. In these cases the



committee would determine if the student has successfully completed the graduation requirements as described above and recommend the student for graduation.

### **Maximum length of time to complete program**

The diploma is designed to be completed in two years, and if a student is unable to complete it in that time frame there is no guarantee that there will be space in the needed courses. All courses are to be completed within five years of the start of the program.

### **Course listings**

For complete details on courses see the [course descriptions](#) section.

**Memo for New Course**

To: CACC and UEC

From: Heather Davis-Fisch

Date: December 11, 2017

**Subject: Proposal for new course THEA 291**

1. Rationale for new course: The theatre department made significant changes to its 200-level practicums (290, 295, 299) in 2016, with 290 now offered as a 1-credit acting practicum, 295 as a 1-credit technical/backstage practicum, and 299 as a 3-credit backstage practicum required for Theatre Majors. This change meant that students could no longer receive a 3-credit, 200-level practicum for acting in a theatre department production, as they could in the past. In 2017, a number of students have requested the option of doing a 3-credit acting practicum at the 200 level; this new course meets that need.
2. How this new course fits into program(s):  

THEA 291 is not required by any theatre program but can be used to meet the theatre electives requirement in the Diploma, and the lower-level theatre course requirement in the minor, extended minor, and major.
3. Explain how the course learning outcomes align with the learning outcomes of the program(s): The course learning outcomes align with the following program learning outcomes (outcomes are for the theatre major):
  - Competently execute performances appropriate for a range of artistic, academic, and social contexts (course outcomes: Analyze a dramatic text from an actor's perspective; Conduct research to determine the values, experiences, and circumstances relevant to a character; Realize the values, experiences, and actions of a complex character in performance; Apply physical and vocal techniques to embody their characterization)
  - Collaborate effectively as part of an ensemble team (course outcomes: Collaborate effectively with peers, staff, and director; Behave professionally and respectfully (i.e. arrive for rehearsals on time and prepared, conduct self appropriately during rehearsals, treat staff and students with respect; Participate in set strike)
  - Apply self-reflexivity and informed, purposeful criteria to critique and improve creative practice (course outcomes: Critique one's own performance constructively; Revise performance based on director/instructor feedback; Reflect on rehearsal process and performances, demonstrating self-awareness)
4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? No
5. Which program areas have been consulted about the course? None.
6. If a new discipline designation is required, explain why: N/A
7. What consideration has been given to indigenizing the curriculum? The department strongly encourages faculty members to propose plays by Indigenous authors for inclusion in the

curriculum. The department frequently applies intercultural, compositional (e.g. Grotowski, Viewpoints) approaches to character creation; these are frequently employed by Indigenous directors/creators and advocated as providing a viable alternative to western, psychophysical approaches to character creation.

8. If this course is not eligible for PLAR, explain why: PLAR cannot be awarded for this course because this is a process based practicum course, credit can only be evaluated and awarded based on a student's actual participation in the process.
9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

This course will be timetabled alongside and in the same manner as other theatre practicum courses (THEA 290, 295, 299, 399, 499), so it will use existing sections in our enrolment plan. It may generate slightly more tuition revenue for the department because a few additional students in each show will pay for a 3 credit rather than a 1 credit practicum (290) to act in the show.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? No.
11. Estimate of the typical costs for this course, including textbooks and other materials: \$50 – 100 script for play, suggested additional textbook, additional materials like yoga mats, black clothing.

**CWC comments and responses:**

- Why is another theatre practicum course necessary?

*Until Fall 2016, THEA 299 could be completed by students who worked backstage or who acted in a department production. This meant that learning outcomes were so general that the role of 299 in relation to program learning outcomes was very ambiguous (since students could do such a broad range of things and receive the same credit). When the Major was launched, the department determined that all students needed to work backstage on a theatre production and that 299 would be the course through which this requirement would be met.*

*One result of this change to 299 was eliminating a three credit acting practicum option at the lower level; students currently only have the option of completing the 1 credit THEA 290 practicum (which has minimal out-of-rehearsal requirements) or making the case for receiving 399 or 499 credit for an acting role (which is not always appropriate, depending on the skill level and maturity of the student and the characteristics of the role). A typical production before the change to 299 was made would include a handful of students enrolled in 299 who were acting (say between 2 and 6 students). The department anticipated that students would*

*continue to want the option of a lower level, 3 credit acting practicum, but decided to take a wait-and-see approach before introducing another practicum option. It has become clear this year that students do indeed want this option and that it allows students to do more in-depth role preparation and reflection than what is required in the 290 course. The 291 course provides an important option for students interested in pursuing more advanced acting roles and can help students fulfill their personal or career goals.*

- Special topics section: confirm that the intention is to offer this course with letter designations, but not allow students to take it more than once for credit regardless?

*Yes, letter designations are used to distinguish between different productions in the department's season and to link all sections associated with a production.*

- Please confirm how this course will fit with the other theatre practicum courses. I.e. will a student be able to get credit for THEA 290, 291, 295, and 299 for the same production?

*A student can only enrol in one practicum course per production. Ex. the department is doing three productions in a given year, show D, show E, and show F. A student could hypothetically act in show D and enrol in either 290D or 291D (but not both), then could work backstage on show E and enrol in 299E, but could not enrol in 291D and 299D.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2018  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): February 2024  
 Course outline form version: 10/27/2017

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|----|------------------------------|--|----------------------------------|----|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> THEA 291                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                    |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Course Full Title:</b> Acting in a Complex Role<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Department (or program if no department):</b> Theatre                                                                                                                                                                                                                                                                                                                                                                                                  |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Calendar Description:</b><br>Students audition for, rehearse, and perform a complex role in a faculty-directed production as part of the UFV theatre season.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Department permission, audition required.                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                                                             | <b>Special Topics</b><br>This course is offered with different topics:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(Double-click on box to select it as checked.)</i><br>If yes, different lettered courses may be taken for credit:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>(The specific topic will be recorded when offered.)</i> |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Typical Structure of Instructional Hours</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td style="text-align: center;">70</td></tr> <tr><td>Supervised online activities</td><td></td></tr> <tr><td>Other contact hours: performance</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: right;"><b>Total hours</b></td><td style="text-align: center;"><b>90</b></td></tr> </table> Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 70 | Supervised online activities |  | Other contact hours: performance | 20 | <b>Total hours</b> | <b>90</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> .)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 70                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| Other contact hours: performance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>90</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Expected Frequency of Course Offerings:</b><br>Every semester<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Department / Program Head or Director:</b> Heather Davis-Fisch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Date approved:</b> December 11, 2017                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Date approved:</b> January 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date approved:</b> January 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |    |                              |  |                                  |    |                    |           |                                                                                                                                                                                                                                                                                                                                                 |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Analyze a dramatic text from an actor's perspective
- Conduct research to determine the values, experiences, and circumstances relevant to a character
- Realize the values, experiences, and actions of a complex character in performance
- Apply physical and vocal techniques to embody their characterization
- Revise performance based on director/instructor feedback
- Critique one's own performance constructively
- Behave professionally and respectfully (i.e. arrive for rehearsals on time and prepared, conduct self appropriately during rehearsals, treat staff and students with respect)
- Collaborate effectively with peers, staff, and director
- Participate in set strike
- Reflect on rehearsal process and performances, demonstrating self-awareness

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes    ☒ No, PLAR cannot be awarded for this course because this is a process based practicum course, credit can only be evaluated and awarded based on a student's actual participation in the process.

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Participation in the rehearsal process. This includes learning lines independently; rehearsals; workshops for voice, dance, singing, etc; costume fittings and parade; tech and dress rehearsals; performances; audience talkback sessions; set strike.

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.              | Publisher  | Year |
|----------------------------|--------------------------------------|--------------------------|------------|------|
| 1. Walker, G.              | Suburban Motel                       | <input type="checkbox"/> | Talonbooks | 2010 |
| 2. Bogart, A               | And then, you act                    | <input type="checkbox"/> | Routledge  | 2007 |
| 3.                         |                                      | <input type="checkbox"/> |            |      |
| 4.                         |                                      | <input type="checkbox"/> |            |      |
| 5.                         |                                      | <input type="checkbox"/> |            |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

Script for play, exercise mat, water bottle, rehearsal clothing, make up kit.

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |   |                |      |
|----------------|---|--------------|-----|-------------------|---|----------------|------|
| Final exam:    | % | Assignments: | 40% | Field experience: | % | Portfolio:     | %    |
| Midterm exam:  | % | Project:     | 40% | Practicum:        | % | Participation: | 20%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:         | 100% |

**Details (if necessary):** Assignments may include: script analysis (10%), character research (10%), rehearsal journal (10%), and reflection paper (10%); Project includes the student's actual execution of the role (physical and vocal dexterity), ability to respond to feedback by revising performance, development of complex character in performance; Participation includes effective collaboration with peers, professional and respectful behavior, participation in all rehearsals, additional workshops as required by production, tech and dress rehearsals, and set strike.

**Typical Course Content and Topics**

Rehearsal (6-8 weeks): research, script analysis, workshops, rehearsals

Tech (2-3 weeks): cueing sessions, costume parade, tech rehearsals, dress rehearsals, previews)

Performance (2 weeks): 6-10 public performances

Post-production (1 week): set strike and reflection on what was learned

**Memo for Program Changes**

To: Eric Spalding, Chair of UEC

Alisa Webb, Chair of College of Arts Curriculum Committee

From: Heather Davis-Fisch, Theatre Department Head

Date: November 23, 2017

**Subject: Program Change for Theatre Department****1. Summary of changes (select all the apply):**

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

**2. Rationale for change(s):**

We would like to add an additional option for a capstone course to provide students pursuing a theatre major with a capstone course option every year. We currently offer our THEA 451 capstone course every other year and would like to add THEA 452 (Devised Theatre II) as the alternative capstone course, which is offered in the alternate years to THEA 451.

**3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:**

N/A

**4. What consideration has been given to indigenizing the curriculum?**

Devised practices are frequently used by Indigenous theatre practitioners and allow for artist-created, original, interdisciplinary work, including autobiographical performance. These practices can pose a challenge to western, colonial models of artistic creation.

**5. Will additional resources be required? If so, how will these costs be covered?**

No additional resources are required.

**6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?**

The change will provide more options for theatre major students to graduate on time by offering a capstone course every year rather than the current every other year offering. Currently students who miss out on THEA 451 would need to do a directed studies option to complete the capstone (THEA 490 or THEA 499).

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

There are no changes to the number of core or elective credits.

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

N/A

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

The number of required or elective courses from other disciplines is not changing.

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

**CWC comment and response:**

- Additional rationale should be provided. The memo does not include a pedagogical argument for this change, just a scheduling one. (Could THEA 451 just be offered every year instead?)

*This request is very much a scheduling/minor program change, not a pedagogical one - we want to create an additional capstone option, using a course that has already been approved at the 400 level and whose learning outcomes are comparable, in terms of complexity and type, to THEA 451, which is already a capstone option. The pedagogical argument for this is implicit in the Theatre's request in early 2017 to have THEA 353 become THEA 452 (see March 24, 2017 UEC agenda package, page 443: [https://www.ufv.ca/media/assets/senate/uec/2016-17/UEC-Agenda-Package---24-Mar-2017\(updated\).pdf](https://www.ufv.ca/media/assets/senate/uec/2016-17/UEC-Agenda-Package---24-Mar-2017(updated).pdf)).*

*Additionally, students should have two course-based options for completing the capstone requirement of the theatre major (the other two options in the major are both DS courses) and the department has chosen not to privilege directing, as one method of theatre creation, over devising, which has emerged over the last 20-25 years as arguably the most important method of new play creation. This is why offering 451 every year is not desirable from the department's perspective. Further, devising provides a capstone option that is more aligned with Indigenization and one which allows for considerably more exploration of digital performance technologies (learning outcome 2) than directing necessarily requires. The change also allows us to make better use of faculty expertise in devised theatre practices.*



## THEATRE

[ufv.ca/theatre](http://ufv.ca/theatre)

## Theatre major

Upper-level requirements: 32 credits

| Course                                  | Title                                     | Credits |
|-----------------------------------------|-------------------------------------------|---------|
| <b>Capstone requirement (4 credits)</b> |                                           |         |
| <b>One of:</b>                          |                                           | 4       |
| THEA 451                                | Directing II                              |         |
| <u><a href="#">THEA 452</a></u>         | <u><a href="#">Devised Theatre II</a></u> |         |
| THEA 490                                | Directed Studies in Theatre               |         |
| THEA 499                                | Advanced Practicum in Theatre             |         |

Note 1: Students planning to take upper-level acting courses should review prerequisites for these courses when selecting lower-level Theatre electives.

Note 2: Students may use only six credits of lower-level practicum courses and eight credits of upper-level practicum courses toward meeting the requirements for the Theatre major. Students may use up to three additional lower-level practicum credits to meet BA electives.

Note 3: Most upper level performance studies and creative practice courses are offered in alternating years.

**Memo for Course Changes**

To: Faculty Council and UEC

From: Dr. Seonaigh MacPherson, BA AE Department Head and Corinne Richardson

Date: February 1<sup>st</sup>, 2017

**Subject: Proposal for revision of ADED 370 Directed Studies**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☒ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

*Since this is an Independent studies capstone course, it is important for students to have the adequate academic preparation to accomplish the proposed project with limited faculty support. Proposals and projects will be conducted professionally demonstrating adult learning and teaching skills. In order to successfully achieve this, there are foundational courses that need to be completed prior to attempting this course. These courses are: **ADED 390 Research in Adult Education, ADED 408 Assessing Adult Learning and ADED 425 Curriculum Design for Adult Learning.***

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

*N/A*

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

*No*

5. Which program areas have been consulted about the change(s)?

*N/A*

6. What consideration has been given to indigenizing the curriculum?

*As in most ADED courses, we embrace indigenous learning and projects in our classes.*

7. If this course is not eligible for PLAR, explain why:

**Rationale:** *PLAR cannot be awarded for this course because it is a capstone course to demonstrate that students can apply what they have learned in their course work in a relevant project.*

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value **No change**
- b. Class size limit **No change**
- c. Frequency of offering **No change**
- d. Resources required (labs, equipment) **No change**

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**

Estimate of the typical costs for this course, including textbooks and other materials: **N/A**

**CWC comment and response:**

- This course is listed as credit/no credit, but would students taking a course at this level prefer to have letter grades that will count toward their GPA? Would the department consider changing this to letter grades?

*We believe these are best done in this way to enhance autonomy or independence in learning.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 1994  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 05/29/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: ADED 370

Number of Credits: 3 [Course credit policy \(105\)](#)

Course Full Title: Directed Studies

Course Short Title (if title exceeds 30 characters):

Faculty: Faculty of Professional Studies

Department (or program if no department): Adult Education

### Calendar Description:

Course focus is on supervised research and/or field-based activity for students to diversify their experience base or refine and deepen their understanding of selected areas in adult education. Emphasis is on an opportunity to integrate and apply theories and practices.

Note: This course requires a learning contract.

**Prerequisites (or NONE):** One of the following: (30-university-level credits) or (enrolment in an Adult Education program) or (permission of the Adult Education department). Note: Students who do not have 30 university-level credits will need to contact the Adult Education program advisor for permission to register. Note: As of January 2019, pre/corequisites will change to: ADED 390, ADED 408, and ADED 425.

**Corequisites (if applicable, or NONE):**

**Pre/corequisites (if applicable, or NONE):**

### Equivalent Courses (cannot be taken for additional credit)

Former course code/number:

Cross-listed with:

Equivalent course(s):

*Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.*

### Transfer Credit

Transfer credit already exists: ☐ Yes ☒ No

Transfer credit requested (OREg to submit to BCCAT):

☐ Yes ☒ No (if yes, fill in transfer credit form)

Resubmit revised outline for articulation: ☐ Yes ☒ No

To find out how this course transfers, see [bctransferguide.ca](http://bctransferguide.ca).

**Total Hours: 45**

### Typical structure of instructional hours:

|                                            |           |
|--------------------------------------------|-----------|
| Lecture hours                              |           |
| Seminars/tutorials/workshops               |           |
| Laboratory hours                           |           |
| Field experience hours                     |           |
| Experiential (practicum, internship, etc.) |           |
| Online learning activities                 |           |
| Other contact hours:                       | 45        |
| <b>Total</b>                               | <b>45</b> |

### Special Topics

Will the course be offered with different topics?

☐ Yes ☒ No

If yes, different lettered courses may be taken for credit:

☒ No ☐ Yes, repeat(s) ☐ Yes, no limit

*Note: The specific topic will be recorded when offered.*

**Maximum enrolment (for information only): 6**

**Expected frequency of course offerings (every semester, annually, every other year, etc.):** every semester

Department / Program Head or Director: Seonaigh MacPherson

Date approved: March 2017

Campus-Wide Consultation (CWC)

Date of posting: October 13, 2017

Faculty Council approval

Date approved: March 2017

Dean/Associate VP: Tracy Ryder Glass

Date approved: March 2017

Undergraduate Education Committee (UEC) approval

Date of meeting: February 23, 2018



**ADED 370**

**University of the Fraser Valley Official Undergraduate Course Outline**

**Page 3 of 3**

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Negotiate a learning contract for a research or field-based activity
- Conduct and reflect on the relevant activity
- Integrate and apply theories, concepts and best practices in their area of interest
- Create a product (report, research paper, curriculum, consultant guide, etc.) summarizing and articulating their learning

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes ☒ No, PLAR cannot be awarded for this course because it is a capstone course to demonstrate that students can apply what they have learned in their course work in a relevant project.

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

To be determined on an individual basis.

**Grading system:** Letter Grades: ☐ Credit/No Credit: ☒ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download supplemental Texts and Resource Materials form)**

| Author Surname, Initials | Title (article, book, journal, etc.)    | Current Ed.              | Publisher | Year |
|--------------------------|-----------------------------------------|--------------------------|-----------|------|
| 1.                       | To be determined on an individual basis | <input type="checkbox"/> |           |      |
| 2.                       |                                         | <input type="checkbox"/> |           |      |
| 3.                       |                                         | <input type="checkbox"/> |           |      |
| 4.                       |                                         | <input type="checkbox"/> |           |      |
| 5.                       |                                         | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

**Typical Evaluation Methods and Weighting**

|                |   |              |   |                   |   |            |      |
|----------------|---|--------------|---|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | % | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests: | % | Lab work:    | % | Field experience: | % | Shop work: | %    |
| Other:         | % | Other:       | % | Other:            | % | Total:     | 100% |

**Details (if necessary):**

To be determined on an individual basis

Possible evaluation methods among others include:

- Weekly reports of progress
- Weekly learning journal entries submitted for feedback
- Submission of early drafts of documents/products for feedback
- Submission of interview protocols for review and feedback
- Submission of interview/data analysis for feedback
- Submission of analysis/reflection on feedback on product provided by peers/colleagues
- Presentation of results to an Adult Education class/group of peers in the workplace/etc.
- Submission of final product for evaluation and/or publication
- Submission of reflective analysis of learning journey throughout course

**Typical Course Content and Topics**

To be determined on an individual basis.

**Memo for Course Changes**

To: Faculty Council and UEC

From: Dr. Seonaigh MacPherson, BA AE Department Head and Corinne Richardson

Date: February 1<sup>st</sup>, 2017

**Subject: Proposal for revision of ADED 470 Synthesis Project in Adult Education I**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

*Since this is an Independent studies capstone course, it is important for students to have the adequate academic preparation to accomplish the proposed project with limited faculty support. Proposals and projects will be conducted professionally demonstrating adult learning and teaching skills. In order to successfully achieve this, there are foundational courses that need to be completed prior to attempting this course. These courses are: **ADED 390 Research in Adult Education, ADED 408 Assessing Adult Learning and ADED 425 Curriculum Design for Adult Learning.***

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

*N/A*

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

*No*

5. Which program areas have been consulted about the change(s)?

*N/A*

6. What consideration has been given to indigenizing the curriculum?

*As in most ADED courses, we embrace indigenous learning and projects in our classes.*

7. If this course is not eligible for PLAR, explain why:

**Rationale:** *PLAR cannot be awarded for this course because the course represents a personal synthesis informed by the student's coursework in Adult Education, and must be supervised by a UFV faculty member.*

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value **No change**
- b. Class size limit **No change**
- c. Frequency of offering **No change**
- d. Resources required (labs, equipment) **No change**

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**

Estimate of the typical costs for this course, including textbooks and other materials: **N/A**

**CWC comment and response:**

- This course is listed as credit/no credit, but would students taking a course at this level prefer to have letter grades that will count toward their GPA? Would the department consider changing this to letter grades?

*We believe these are best done in this way to enhance autonomy or independence in learning.*





ORIGINAL COURSE IMPLEMENTATION DATE: October 1998  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 05/29/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: ADED 470

Number of Credits: 3 [Course credit policy \(105\)](#)

Course Full Title: Synthesis Project I

Course Short Title (if title exceeds 30 characters): Synthesis Project I

Faculty: Faculty of Professional Studies

Department (or program if no department): Adult Education

### Calendar Description:

Course focus is on an opportunity for learners near completion to integrate concepts, philosophies, and knowledge of adult education through preparation of a major paper or other approved project.

Note: This course requires an approved individual learning contract prior to registration.

**Prerequisites (or NONE):** One of the following: (30-university-level credits) or (enrolment in an Adult Education program) or (permission of the Adult Education department). Note: Students who do not have 30 university-level credits will need to contact the Adult Education program advisor for permission to register. Note: As of January 2019, pre/corequisites will change to: ADED 390, ADED 408, and ADED 425.

**Corequisites (if applicable, or NONE):**

**Pre/corequisites (if applicable, or NONE):**

### Equivalent Courses (cannot be taken for additional credit)

Former course code/number:

Cross-listed with:

Equivalent course(s):

*Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.*

### Transfer Credit

Transfer credit already exists: ☐ Yes ☒ No

Transfer credit requested (OReg to submit to BCCAT):

☐ Yes ☒ No (if yes, fill in transfer credit form)

Resubmit revised outline for articulation: ☐ Yes ☒ No

To find out how this course transfers, see [bctransferguide.ca](http://bctransferguide.ca).

**Total Hours: 45**

### Typical structure of instructional hours:

|                                            |           |
|--------------------------------------------|-----------|
| Lecture hours                              |           |
| Seminars/tutorials/workshops               |           |
| Laboratory hours                           |           |
| Field experience hours                     |           |
| Experiential (practicum, internship, etc.) |           |
| Online learning activities                 |           |
| Other contact hours:                       | 45        |
| <b>Total</b>                               | <b>45</b> |

### Special Topics

Will the course be offered with different topics?

☐ Yes ☒ No

If yes, different lettered courses may be taken for credit:

☒ No ☐ Yes, repeat(s) ☐ Yes, no limit

*Note: The specific topic will be recorded when offered.*

**Maximum enrolment (for information only): 25**

**Expected frequency of course offerings (every semester, annually, every other year, etc.): annual**

Department / Program Head or Director: Ian Hunt

Date approved: March 2017

Campus-Wide Consultation (CWC)

Date of posting: October 13, 2017

Faculty Council approval

Date approved: March 2017

Dean/Associate VP: Tracy Ryder Glass

Date approved: March 2017

Undergraduate Education Committee (UEC) approval

Date of meeting: February 23, 2018

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Negotiate a learning contract for a personal synthesis project directly related to student's specific field of practice
- Synthesize and apply concepts, philosophies and knowledge of the field in conducting a specific project
- Create a product (report, research paper, curriculum, consultant guide, etc.) summarizing and articulating their learning
- Self-assess their learning journey and its relationship to their practice to identify areas for future improvement

Specific objectives to be determined in individual Student Learning Contract.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes ☒ No, PLAR cannot be awarded for this course because the course represents a personal synthesis informed by the student's coursework in Adult Education, and must be supervised by a UFV faculty member.

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

To be determined by individual Student Learning Contract.

**Grading system:** Letter Grades: ☐ Credit/No Credit: ☒ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download supplemental Texts and Resource Materials form)**

| Author Surname, Initials | Title (article, book, journal, etc.)                     | Current Ed.              | Publisher | Year |
|--------------------------|----------------------------------------------------------|--------------------------|-----------|------|
| 1.                       | To be determined by individual Student Learning Contract | <input type="checkbox"/> |           |      |
| 2.                       |                                                          | <input type="checkbox"/> |           |      |
| 3.                       |                                                          | <input type="checkbox"/> |           |      |
| 4.                       |                                                          | <input type="checkbox"/> |           |      |
| 5.                       |                                                          | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |   |                   |               |                   |            |            |      |
|----------------|---|-------------------|---------------|-------------------|------------|------------|------|
| Final exam:    | % | Assignments: 100% | Midterm exam: | %                 | Practicum: | %          |      |
| Quizzes/tests: | % | Lab work:         | %             | Field experience: | %          | Shop work: | %    |
| Other:         | % | Other:            | %             | Other:            | %          | Total:     | 100% |

**Details (if necessary):**

To be determined by individual Student Learning Contract.

Possible evaluation methods among others include:

- Weekly reports of progress
- Weekly learning journal entries submitted for feedback
- Submission of early drafts of documents/products for feedback
- Submission of interview protocols for review and feedback
- Submission of interview/data analysis for feedback
- Submission of analysis/reflection on feedback on product provided by peers/colleagues
- Presentation of results to an Adult Education class/group of peers in the workplace/etc
- Submission of final product for evaluation and/or publication
- Submission of reflective analysis of learning journey throughout course with implications for future professional development

**Typical Course Content and Topics**

To be determined by individual Student Learning Contract.

**Memo for Program Changes**

To: Professional Studies Faculty Council and UEC

From: Seonaigh MacPherson, Department Head, and Corinne Richardson, Program Advisor

Date: November 21, 2017

Subject: Teaching English as a Second Language Certificate Residency

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☐ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☒ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other

2. Rationale for change(s):

***Rationale for the residency change:*** The five required TESL courses are each worth four credits. The department grants two courses earned through transfer credit or assessment of prior learning for a total of eight credits of the total required 20 credits required for the certificate. The current information in the calendar is 9 credits.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

*N/A*

4. What consideration has been given to indigenizing the curriculum?

*No change to the courses which have an indigenized curriculum.*

5. Will additional resources be required? If so, how will these costs be covered?

*N/A*

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

*We do not anticipate any negative impact from this change.*

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

*N/A*

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

N/A

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

N/A

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

N/A - There are no budgetary implications.

## Academic Calendar Fall 2017

### ADULT EDUCATION

[ufv.ca/adad](http://ufv.ca/adad)

## Teaching English as a Second Language (TESL) certificate

The TESL certificate program prepares students for careers as teachers of English to speakers of other languages. Completion of the certificate program qualifies graduates for the TESL Canada Professional Certification Standard Two from Canada's national organization of TESL professionals.

The TESL certificate program can be taken either after completion of a bachelor's degree program, or while completing one. Students who plan to do a degree and a certificate simultaneously should consult with an Advisor to ensure that they choose and schedule their courses appropriately. The degree program must be completed with a cumulative GPA of 2.67 or higher.

### Entrance requirements

Applicants must meet the Degree/diploma level English language proficiency requirement. For details on how this requirement may be met, see the [English language proficiency requirement](#) section of the calendar.

Note: For TESL Canada certification, students who complete their degree in a language other than English will be required to meet one of the following requirements: IELTS Academic 7, TOEFL 101, or English 12 with 70% from a Canadian school.

### When to apply

Applications are accepted for entrance to the Fall semester only. For application deadlines, see [Specific intake application process](#).

Note: Applicants who miss the application dates are encouraged to contact the department.

## How to apply

Apply online at [ufv.ca/admissions/admissions/apply](http://ufv.ca/admissions/admissions/apply). Applicants will be notified of acceptance into the program.

## Fees and additional costs

See the [Fees and Other Costs](#) section.

## Program outline

| Course   | Title                                                  | Credits |
|----------|--------------------------------------------------------|---------|
| TESL 400 | Foundations of Second Language Education               | 4       |
| TESL 408 | Applied Linguistics in Second Language Education       | 4       |
| TESL 410 | Teaching a Second Language                             | 4       |
| TESL 420 | Curriculum and Assessment in Second Language Education | 4       |
| TESL 433 | Second Language Education Practicum                    | 4       |

## Optional courses

Students may also be interested in the following courses. These are not required for the TESL certificate, but will provide an area of specialization.

| Course   | Title                                 | Credits |
|----------|---------------------------------------|---------|
| LING 101 | An Introduction to Language           | 3       |
| LING 202 | Language Acquisition                  | 3       |
| ENGL 209 | The Structure of the English Language | 3       |

## Undergraduate continuance

Academic standing is governed by UFV's [Undergraduate Continuance policy \(92\)](#). Students enrolled in undergraduate courses (courses numbered 100 or above) must maintain an undergraduate Cumulative Grade Point Average (CGPA) of at least 2.00 to remain enrolled in Good Academic Standing at UFV. Students in Good Academic Standing will have no registration limits placed on them. Failure to meet the minimum CGPA requirement will result in restrictions on registration and may eventually lead to academic suspension from undergraduate studies at UFV. Students on Academic Warning or Academic Probation are limited to registering in 10 credits. For further details, see the [Academic standing and undergraduate continuance section](#) of the academic calendar.

## Completion requirements

1. Completion of a degree program with a cumulative GPA of 2.67 or higher.
2. Completion of all required TESL courses.

## Eligibility for TESL Canada certification

Graduates of the UFV TESL certificate program are eligible to apply for the TESL Canada Professional Certificate Standard Two. Graduates are responsible for applying to TESL Canada for certification.

## Course scheduling

Courses within the TESL certificate program can be viewed on the [UFV Timetable](#).

## ~~Prior Learning Assessment and transfer credit~~Residency

At least 12 credits of the certificate must be taken at UFV. Students may request up to ~~nine~~eight credits of transfer credit or Prior Learning Assessment, consistent with the principles outlined in UFV's [Bachelor of Arts \(Adult Education\)](#) program.

Note: Students currently in a UFV credit program do not have to apply to admission to the program. They can apply to graduate from the TESL certificate upon completion of all program requirements and upon completion of their BA or BGS.

## Course listings

For complete details on courses see the [course descriptions](#) section.

## For more information

Contact the Adult Education department at 604-864-4621 or [adulted@ufv.ca](mailto:adulted@ufv.ca).

[Return to main Adult Education page](#)

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**Memo for Program Changes**

To: Professional Studies Faculty Council and UEC

From: Seonaigh MacPherson, Department Head, and Corinne Richardson, Program Advisor

Date: November 21, 2017

Subject: Workplace Education Certificate change to Associate Certificate (policy 64)

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☐ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Change program designation with calendar change noting when the new designation takes effect.

2. Rationale for change(s):

1. **Rationale:** To be in line with the [Credentials Policy \(64\)](#), the 12 credit Workplace Education Certificate (WEC) be renamed as an Associate Certificate (9 – 17 credits).

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

*N/A*

4. What consideration has been given to indigenizing the curriculum?

*No change to the courses which have an indigenized curriculum.*

5. Will additional resources be required? If so, how will these costs be covered?

*N/A*

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

*We do not anticipate any negative impact from this change.*

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

*N/A*

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)



N/A

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

N/A

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

N/A - There are no budgetary implications.

**CWC comment and response:**

- Why has completion in Winter 2019 or later been chosen for the change?

*The department felt that it would make sense to allow students who start in the Fall to complete under the old credential title, but will take UEC's advice on the best effective date.*

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## Calendar Change

### ADULT EDUCATION

[ufv.ca/adult-education](http://ufv.ca/adult-education)

## Workplace Education certificate

The Workplace Education certificate (WEC) is a four-course (12-credit) certificate designed to offer a foundation in applying adult learning and education principles to the workplace. The credential can be used to support related employment or further studies in adult education in the undergraduate program at UFV or graduate studies in other institutions.

**Note:** [Students who complete the program winter 2019 and onward will graduate with the Workplace Education Associate Certificate designation.](#)

## Entrance requirements

There are three pathways into the certificate courses:

**Option 1:** New students can apply to [Qualifying Studies](#). Students will be required to meet the admissions requirements for Qualifying Studies.

**Option 2:** Current UFV students in the Bachelor of Arts (Adult Education) are free to register for these courses to meet the certificate requirements and to use towards their degree requirements.

**Option 3:** Current UFV students enrolled in other degree programs can contact the department for permission to register in ADED 320, 407, and 408.

**Memo for New Course**

To: CACC/CAC/UEC

From: Amanda McCormick and Cherish Forster, School of Criminology and Criminal Justice

Date: October 16, 2017

**Subject: Proposal to reinstate a course, CRIM 135**

1. Rationale for new course:
  - a. CRIM 135 was discontinued in 2007. Prior to this, it was an elective course in our program. Following our recent program review, we would like to reinstate CRIM 135 as a core requirement for our BA (Criminal Justice) degree and Criminal Justice diploma (please see the forthcoming memo regarding program changes). Having this as a required course brings us in line with other CRIM programs, and will enable transfer students to bring forward an additional three core credits, as opposed to the elective credits we were previously granting them.
2. How this new course fits into program(s):
  - a. CRIM 135 is a standard required course in other Criminology degree programs. It is a foundational course that teaches students about the various types of legal institutions and law operating in Canada. This course will provide students with a strong foundation as they enter into our required second year class on Criminal Law (CRIM 230), and the extra credits in law-related courses may assist them in being more competitive in applications to law school.

***Note:** Adding this course to a program will usually require a program change request.*

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):
  - a. Our program provides students with foundational knowledge about various aspects of the criminal justice system, of which law is a major pillar. After taking CRIM 135 students may develop an interest in law that they can further pursue in their 2<sup>nd</sup> or 4<sup>th</sup> year field placement course.
4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?
  - a. No
5. Which program areas have been consulted about the course?
  - a. None
6. If a new discipline designation is required, explain why:
  - a. n/a
7. What consideration has been given to indigenizing the curriculum?

- a. This course will discuss the effect of law and the courts on Indigenous populations, who have traditionally been overrepresented in all stages of the criminal justice system.
8. If this course is not eligible for PLAR, explain why:
  - a. n/a
9. Explain how each of the following will affect the budget for your area or any other area: n/a. While this is a new required course for our degree and diploma programs, we have dropped the number of core CRIM credits overall, meaning that this course will not have an impact on the budget.
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. Optional field trips may be offered. The anticipated cost would be travel to and from the destination. Students would be responsible for this travel.
11. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. \$100-\$150 for a text

**CWC comments and responses:**

- Can further explanation be given reinstating this course? (Why has there been no need for this course for 10 years, but now it is needed as a required course?)

*This course was not recently offered due to lack of instructor availability. As we now have several faculty with the potential to teach this course, we have been discussing bringing this course back into our line up for a number of years, but waited until the results of our program review to move forward with its introduction.*

- Is it correct that there will be no prerequisites for this course?

*Yes, this is correct. This is consistent with our other first year CRIM courses, as well as with the CRIM 135 course in other programs.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** 1993  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 135                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Full Title:</b> Introduction to Canadian Law and Legal Institutions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Intro Cdn Law and Legal Inst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> Criminology & Criminal Justice                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Calendar Description:</b><br>This course introduces students to the Canadian legal system in preparation for law-related courses. It examines the origins and role of law, our system of courts, the legal profession, legal reasoning and statutory interpretation, and private and public substantive law.                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: center;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: center;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Maximum enrolment (for information only):</b> 36<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> October 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> November 3, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> November 3, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |

**CRIM 135**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Articulate the purpose of law and sources of Canadian law, including the many historical, cultural, and other influences that have shaped Canadian law and legal institutions.
2. Discuss the nature of legal reasoning, including the doctrine of precedent and varying and competing principles of statutory interpretation.
3. Describe the basic building blocks of Canada's legal system, especially its constitutional framework and the system of Canadian courts.
4. Describe the roles and responsibilities of members of the legal profession.
5. Explain the fields of private (civil and family) law and public (administrative and criminal) law.
6. Discuss the process of law reform in Canada and the essentials of international law.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes    ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, class discussion, group work, guest speakers.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                                              | Current ed.              | Publisher | Year |
|----------------------------|-----------------------------------------------------------------------------------|--------------------------|-----------|------|
| 1. Boyd, N.                | Canadian Law: An Introduction (sixth edition or more recent edition if available) | 6                        | Nelson    | 2015 |
| 2.                         |                                                                                   | <input type="checkbox"/> |           |      |
| 3.                         |                                                                                   | <input type="checkbox"/> |           |      |
| 4.                         |                                                                                   | <input type="checkbox"/> |           |      |
| 5.                         |                                                                                   | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

n/a

**Typical Evaluation Methods and Weighting**

|                                                           |     |              |     |                   |     |            |      |
|-----------------------------------------------------------|-----|--------------|-----|-------------------|-----|------------|------|
| Exam 1:                                                   | 25% | Assignments: | 25% | Exam 2:           | 25% | Practicum: | %    |
| Quizzes/tests:                                            | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Applied/Critical Thinking Exercises or Case Law Analysis: | 25% | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Introduction to Canadian Law and Legal Institutions  
 Week 2: The Role of Law  
 Week 3: Sources of Law  
 Week 4: Legal Interpretation  
 Week 5: The Foundations of Canada's Legal System  
 Week 6: The Legal Profession  
 Week 7: Exam 1  
 Week 8: Tort Law  
 Week 9: Family Law  
 Week 10: Administrative Law  
 Week 11: Criminal Law  
 Week 12: Law Reform & International Law  
 Week 13: Course Wrap Up and Review for Final Exam

**Memo for Course Changes**

To: CACC/CAC/UEC

From: Amanda McCormick and Cherish Forster, School of Criminology and Criminal Justice

Date: October 16, 2017

**Subject: Proposal for revision of CRIM 265**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- a. In updating our courses for their six-year review, we moved the outlines to the new official course outline forms and made other appropriate edits to tidy up and bring them in line with the new forms (e.g. 40 word calendar description)

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): n/a

- a. The School of Criminology and Criminal Justice has identified specific learning objectives, which are met by a range of our lower level courses. CRIM 265 particularly emphasizes the following outcomes:
  - i. Critical Thinking Skills – Students will use critical and creative thinking to identify, define, and solve problems
  - ii. Application of Criminology – Students will understand and have the ability to apply criminological and criminal justice principles to individual, community, and organizational challenges.
  - iii. Values in Criminology and Criminal Justice – Students will act ethically, honestly, and respectfully in the University and the workplace
  - iv. Information Literacy – Students will be able to locate, access, and reference academic and non-academic information from a wide range of sources, such as

libraries and the internet, and be able to competently use the software packages common to criminology and criminal justice

- v. Individual Growth and Professional Development – Students will have a better understanding of why they believe what they believe about criminal justice issues, and will have developed and demonstrated the knowledge and skills necessary for employment in and out of the criminal justice system

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
  - a. As we have not substantially changed the learning outcomes or changed pre-requisites for any of these courses, there are no anticipated effects on other program.
5. Which program areas have been consulted about the change(s)?
  - a. N/a
6. What consideration has been given to indigenizing the curriculum?
  - a. Indigenous content is discussed throughout most of our courses within the program.
7. If this course is not eligible for PLAR, explain why:
  - a. N/A
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: N/A
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. N/A
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. approx. \$100 – 150 for texts





ORIGINAL COURSE IMPLEMENTATION DATE: September 2006  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|---|------------------|---|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|---|--------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 265                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Full Title:</b> Problem Management Skills for Criminal Justice Interventions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Prob Mgt Skill CJ Intervention                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Calendar Description:</b><br><br>Provides students with foundational concepts and skills for responding to common criminal justice situations. Students learn and apply communication, teamwork, and leadership concepts and strategies; apply problem-solving, conflict, and ethical decision-making models; and examine their own strengths and weaknesses using personality assessment instruments.                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | None. Note: As of January 2019, prerequisites will change to: CRIM 129.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>CRIM 260</b><br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">24</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">9</td></tr> <tr><td>Laboratory hours</td><td style="text-align: right;">9</td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td style="text-align: right;">3</td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 24 | Seminars/tutorials/workshops | 9 | Laboratory hours | 9 | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: | 3 | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 24        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 9         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 9         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 3         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only):</b> 36<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                    |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Amy Prevost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> August 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> November 3, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> November 3, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |   |                  |   |                        |  |                                            |  |                            |  |                      |   |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |

**Learning Outcomes**

Upon successful completion of this course, students will: be able to:

1. Articulate familiarity with the range of jobs, scope of work, and inter-related nature among criminal justice agencies.
2. Differentiate between transferrable and criminal justice specific skill sets required in the workplace.
3. Describe various professional intervention techniques and instruments used in the field of criminal justice.
4. Practice effective communication, teamwork, and leadership techniques through participation in learning teams.
5. Demonstrate a basic level of skill competency including the most appropriate strategy specific to problem situations encountered in the field.
6. Explain the importance of ethical behavior and principles in relation to professional interventions common within the criminal justice field.
7. Acknowledge their own personality traits to guide personal and professional growth.
8. Articulate the importance of key workplace policies relevant to professional conduct and personal safety.
9. Identify theories and strategies related to their psychological well-being.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

The students will participate in lectures, demonstrations, group discussions and exercises, writings, readings and practice sessions, some of which may be required outside of class time with fellow students and without the instructor.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------|-------------------------------------|-----------|------|
| 1.                         | Course Pack                          | <input checked="" type="checkbox"/> |           | 2018 |
| 2.                         | Various                              | <input checked="" type="checkbox"/> | Triaxia   | 2018 |
| 3.                         |                                      | <input type="checkbox"/>            |           |      |
| 4.                         |                                      | <input type="checkbox"/>            |           |      |
| 5.                         |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 20% | Assignments: | 50% | Midterm exam:     | 20% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Participation: | 10% | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

1. Course overview
2. Jobs and skills for, and the Inter-related nature of, working in the criminal justice system
3. Self-awareness, self-knowledge
4. Values, ethics, and ethical decision-making
5. Interpersonal communication skills and theories 1
6. Communication skills and strategies 2
7. Conflict management styles and skills
- Learning to work in teams: Understanding and working with people of different personal styles and values
8. A model for helping others: Working with criminal justice clientele
- Being a reflective conflict resolution practitioner
9. Trauma-informed practice
10. Dealing with anger, aggressive behaviour, and individual crises
11. Government regulations involving respectful workplace, safety, and diversity in the workplace
12. Self-care and working in the criminal justice system

**Memo for Course Changes**

To: CACC/CAC/UEC

From: Amanda McCormick and Cherish Forster, School of Criminology and Criminal Justice

Date: October 16, 2017

**Subject: Proposal for revision of CRIM 310, 311, 320, 321, 330, 335, 339, 400, 401, 402, 410, 411, 412, 416, 418, 419, 435, 450, 480**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☒ Credits and/or total hours
- ☒ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- a. Following program review, we have made changes to our minor/extended minor to make the designations more accessible to students. With these changes we need to open up the pre-reqs of our upper level courses to allow for more access. While making these changes, we also moved the outlines to the new official course outline forms and made other appropriate edits to tidy up and bring them in line with the new forms.
- b. Although CRIM 419 was approved many years ago, it does not appear to have an official outline.
- c. CRIM 403 had an error in the hour allotment on the previous form. It has also been edited to reflect a more focused calendar description and course content.
- d. CRIM 320 and CRIM 321 total hours changed with this course due to the lab time. This was an agreement between the Union and the Dean.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): n/a

- a. The School of Criminology and Criminal Justice has identified specific learning objectives, which are met by a range of our upper level courses:

- i. Knowledge of Criminology and Criminal Justice - Students will understand the major concepts, theoretical perspectives, historical trends, and current statistics in criminology and criminal justice.
  - 1. All courses expose students to these concepts, require integration of theory, discuss historical trends, and provide statistics on current trends and patterns.
- ii. Research Methods in Criminology – Students will understand and be able to apply quantitative and qualitative research methods in criminology and criminal justice, and be able to develop, conduct, and write up research
  - 1. CRIM 320, CRIM 321 most strongly emphasize this
- iii. Critical Thinking Skills – Students will use critical and creative thinking to identify, define, and solve problems
  - 1. All courses require students to engage this skill set, but it is most strongly emphasized in courses such as CRIM 311, CRIM 435, CRIM 450, and CRIM 480
- iv. Application of Criminology – Students will understand and have the ability to apply criminological and criminal justice principles to individual, community, and organizational challenges.
  - 1. These skill sets are most strongly emphasized in CRIM 310, CRIM 320, CRIM 321, CRIM 330, CRIM 418, CRIM 435, CRIM 450, and CRIM 480
- v. Values in Criminology and Criminal Justice – Students will act ethically, honestly, and respectfully in the University and the workplace
  - 1. All courses refer to the underlying values in criminology and criminal justice, but these values play more prominence in courses such as CRIM 311, CRIM 320, CRIM 321, CRIM 335, CRIM 339, CRIM 416, CRIM 419, CRIM 450, CRIM 480
- vi. Communication Skills – Students will be able to communicate effectively and clearly in writing and orally
  - 1. All courses require students to communicate effectively in writing and orally. Our courses include a range of written and oral assignments, including critical analyses, annotated bibliographies, research proposals, case study analyses, thought papers, research papers, policy briefs, group presentations, individual presentations, and oral debates
- vii. Information Literacy – Students will be able to locate, access, and reference academic and non-academic information from a wide range of sources, such as libraries and the internet, and be able to competently use the software packages common to criminology and criminal justice
  - 1. All courses require students to research and use APA referencing styles to document citations in their written papers

- viii. Worldview – Students will understand and respect different intellectual philosophies and social cultures
    - 1. CRIM 311, CRIM 335, CRIM 339, CRIM 400, CRIM 401, CRIM 402, CRIM 410, CRIM 416, CRIM 419, CRIM 435, CRIM 450
  - ix. Individual Growth and Professional Development – Students will have a better understanding of why they believe what they believe about criminal justice issues, and will have developed and demonstrated the knowledge and skills necessary for employment in and out of the criminal justice system
    - 1. While all courses touch on these skills, they are most strongly emphasized in CRIM 311, CRIM 339, CRIM 419, CRIM 479, CRIM 480
- 4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
  - a. N/A
- 5. Which program areas have been consulted about the change(s)?
  - a. Dean's office
- 6. What consideration has been given to indigenizing the curriculum?
  - a. Indigenous content is discussed throughout most of our courses within the program. It is a particular focus in 311, as the course discusses Indigenous experiences with Canadian laws as the original inhabitants of Canada, and the resilience of Indigenous persons and communities despite the adverse effects of colonization and policies of forced assimilation. There are two full lectures dedicated to the experiences of Indigenous persons and the TRC Calls to Action, and the course typically features Indigenous guest speakers, and utilizes a text by an Indigenous author (Thomas King, *An Inconvenient Indian*). Various assignments focus on Indigenous experiences in the criminal justice system and options for social change and social justice, with focus placed on Indigenous-led social change.
- 7. If this course is not eligible for PLAR, explain why:
  - a. N/A
- 8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: N/A
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
- 9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. N/A

10. Estimate of the typical costs for this course, including textbooks and other materials:

- a. approx. \$100 – 150 for texts

**CWC comments and responses:**

**CRIM 411:**

- Prerequisites: is Dean's permission really necessary? Suggest changing to either "instructor" or "Director", or possibly "instructor and Director".

*Yes, this is necessary - the process followed in Arts is that the department forwards the application for a directed studies to the Dean's Office, who make the final decision about approval.*

**CRIM 416:**

- Has the department considered accepting MACS 110 or MACS 130 as alternative prerequisites to open this course up to MACS students?

*We have discussed this; however, this course presumes that students should have a working knowledge of the criminal justice system in order to fully appreciate the role of the media in this context.*

**CRIM 480:**

- Typical instructional methods section indicates more than the 200 hours included in the typical structure of hours section; should the latter be revised to include the orientations and one-on-one meetings with the instructor?

*Not all students are able to attend the orientation and/or meetings with the instructor, and so we have changed the instructional methods to read "may".*

- Can some typical texts (perhaps recommended resources on fieldwork?) be included?

*There are no typical texts for this course. Students may be assigned individual readings while in the field that are relevant to the specific agency and tasks that they are completing.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1992  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 310                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Advanced Theoretical Perspectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> ADV Theoretical Perspectives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Explores the diverse nature of knowledge within the field of crime and deviance by focusing on contemporary criminological theories and their related research. Practical and political implications of the theories are also discussed.                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | 45 university-level credits including CRIM 100, CRIM 104, and CRIM 105.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prelcorequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                  |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: center;">45</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 45 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 310**

**University of the Fraser Valley Official Undergraduate Course Outline**

Page 2 of 2

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Discuss contemporary theories of criminality, criminal behavior, crime, and criminal justice;
2. Situate theories into larger theoretical paradigms within the social sciences;
3. Integrate ideas of justice, deviance, law, and punishment;
4. Analyze the social context of the emergence of deviance and crime; and
5. Critique works of key theorists.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures and instruction.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)           | Title (article, book, journal, etc.) | Current ed.                         | Publisher         | Year |
|--------------------------------------|--------------------------------------|-------------------------------------|-------------------|------|
| 1. Heidt, Jon & Johannes P. Wheeldon | Introducing Criminological Thinking  | <input checked="" type="checkbox"/> | Sage Publications | 2015 |
| 2.                                   |                                      | <input type="checkbox"/>            |                   |      |
| 3.                                   |                                      | <input type="checkbox"/>            |                   |      |
| 4.                                   |                                      | <input type="checkbox"/>            |                   |      |
| 5.                                   |                                      | <input type="checkbox"/>            |                   |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 35% | Assignments: | %   | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Attendance:    | 10% | Essay:       | 25% | Other:            | %   | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Week 1: Ideas have consequences: Theory and the real world  
 Week 2: Searching for the criminal man: The classical school and birth of the positivist theories  
 Week 3: Hangin' out with the wrong crowd: Learning criminal behaviour  
 Week 4: Searching for the perfect family: Controlling criminal behaviour  
 Week 5: The world is a stage: The labeling process and criminal behaviour  
 Week 6: Under pressure: Structural aspects of crime  
 Week 7: Midterm  
 Week 8: Fighting it out: Conflict, criminalization, and crime  
 Week 9: The criminologies of everyday life: Rational choice, routine activities, and environmental criminology  
 Week 10: Explaining everything: General and integrated theories of criminal behaviour  
 Week 11: Still searching for that criminal man: Biosocial explanations of criminality  
 Week 12: Crime over the life course: Developmental and life course theories of criminal behaviour  
 Week 13: The big picture: General social theories and crime





**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1992  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 311                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Full Title:</b> Diversity, Crime, and Criminal Justice in Canada                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Diversity & Crime in Canada                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Calendar Description:</b><br>Examines the social construction of "difference" and inequalities faced by selected identity groups in their interactions with Canadian laws and the criminal justice system. Students will explore innovative options for social change and social justice.                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | 45 university-level credits including CRIM 100, CRIM 103, and 3 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 27<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |

**CRIM 311**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Explain the social construction and maintenance of 'difference'.
2. Apply key concepts like social stratification, power, privilege, prejudice, discrimination, racism, stereotyping, inequality, injustice, and intersectionality.
3. Assess empirical data and research about the nature and extent of discrimination experienced by 'minority' groups in Canada in their interactions with Canadian laws and the criminal justice system.
4. Discuss controversial diversity and criminal justice issues such as crimmigration, the (non)publication of race/ethnicity-related crime statistics, the practice of racial profiling, differential criminal justice processing, police use of force against minorities, and hate crimes.
5. Develop recommendations for legal reforms and other options for social change and social justice.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes    ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, discussions, presentations, and guest lecturers. This course may be delivered in-class, hybrid, or online.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No x

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                                         | Current ed.              | Publisher               | Year |
|----------------------------|------------------------------------------------------------------------------|--------------------------|-------------------------|------|
| 1. Perry, Barbara (ed).    | Diversity, Crime, and Justice in Canada (second edition)                     | <input type="checkbox"/> | Oxford University Press | 2016 |
| 2. Gogia, N. and Slade, B. | About Canada: Immigration                                                    | <input type="checkbox"/> | Fernwood Publishing     | 2011 |
| 3. King, T.                | The Inconvenient Indian: A Curious Account of Native People in North America | <input type="checkbox"/> | Anchor Canada           | 2012 |
| 4.                         |                                                                              | <input type="checkbox"/> |                         |      |
| 5.                         |                                                                              | <input type="checkbox"/> |                         |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                                          |     |                 |     |                   |   |            |      |
|------------------------------------------|-----|-----------------|-----|-------------------|---|------------|------|
| Final exam:                              | 25% | Assignments:    | 25% | Midterm exam:     |   | Practicum: | %    |
| Quizzes/tests:                           | %   | Lab work:       | %   | Field experience: | % | Shop work: | %    |
| Class Participation and Group Exercises: | 25% | Research Paper: | 25% | Other:            | % | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics:**

|             |                                                                                          |
|-------------|------------------------------------------------------------------------------------------|
| Week 1      | Introduction: Conceptualizing diversity and justice                                      |
| Week 2      | The social construction of difference                                                    |
| Weeks 3-4   | Indigenous peoples and the legacy of colonization in Canada                              |
| Weeks 5-6   | The experiences of immigrant communities with Canadian criminal justice                  |
| Week 7      | The experiences of black communities with Canadian criminal justice                      |
| Weeks 8-9   | The experiences of South Asian and Muslim communities with Canadian criminal justice     |
| Weeks 10-11 | The experiences of women and sexual and gender minorities with Canadian criminal justice |
| Week 12     | The experiences of persons with disabilities with Canadian criminal justice              |
| Week 13     | Options for social change and social justice                                             |



ORIGINAL COURSE IMPLEMENTATION DATE: September 1992  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|----|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 320                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Quantitative Research Techniques                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Quant. Research Techniques                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Students will become familiar with quantitative data analyses. The concepts underlying statistical tests will be discussed. Students will also gain practical experience with statistics using a statistical program on computers to analyze and interpret data.                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Admission to the Bachelor of Arts (Criminal Justice) and 45 university-level credits including CRIM 220, 6 additional credits of 100- or 200-level CRIM, and one of (STAT 104, STAT 106, or PSYC 110 with a C or better).                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prelcorequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                          |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td style="text-align: right;">15</td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30 | Seminars/tutorials/workshops |  | Laboratory hours | 15 | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 320**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Apply the logic of scientific enquiry to statistical testing of hypotheses;
- Empirically measure theoretical concepts through use of multiple indicators and creation of indexes;
- Critically evaluate and integrate prior research on a specific criminological problem;
- Design testable research hypotheses;
- Use SPSS to work with data; and
- Statistically analyze data to answer quantitative research hypotheses.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes    ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures and computer labs

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials)                              | Title (article, book, journal, etc.)                                   | Current ed.                         | Publisher               | Year |
|----|---------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------|-------------------------|------|
| 1. | Babbie, E., Halley, F. S., Wagner, W. E., and Zaino, J. | Adventures in Social Research: Data Analysis Using IBM SPSS Statistics | <input checked="" type="checkbox"/> | Sage Publications, Inc. | 2016 |
| 2. | Bachman, R. and Paternoster, R.                         | Statistical Methods for Criminology and Criminal Justice               | <input checked="" type="checkbox"/> | McGraw Hill             | 2009 |
| 3. | Champion, D. J., and Harley, R. D.                      | Statistics for Criminal Justice and Criminology                        | <input checked="" type="checkbox"/> | Pearson Education, Inc. | 2010 |
| 4. | Nardi, P.                                               | Interpreting Data                                                      | <input type="checkbox"/>            | Pearson Allyn and Bacon | 2006 |

**Typical Evaluation Methods and Weighting**

|             |     |                           |     |               |     |        |      |
|-------------|-----|---------------------------|-----|---------------|-----|--------|------|
| Final exam: | 30% | Computer Lab Assignments: | 45% | Midterm exam: | 25% | Total: | 100% |
|-------------|-----|---------------------------|-----|---------------|-----|--------|------|

**Details (if necessary):**

**Typical Course Content and Topics**
Lecture Outline

Week 1: Introduction to the course  
 Week 2: Overview of quantitative research  
 Week 3: Descriptive statistics  
 Week 4: Normal distribution and standard scores  
 Week 5: Probability theory and hypothesis testing  
 Week 6: Review for midterm  
 Week 7: Midterm  
 Week 8: Chi-square  
 Week 9: t-Test  
 Week 10: ANOVA  
 Week 11: Correlation  
 Week 12: Multiple Regression  
 Week 13: Review for Final

Lab Outline

Week 1: Introduction to SPSS  
 Week 2: Creating a database  
 Week 3: Describing and presenting data  
 Week 4: Assignment work  
 Week 5: Recoding data  
 Week 6: Creating composites and indexes  
 Week 7: Chi-square  
 Week 8: Assignment work  
 Week 9: t-Test  
 Week 10: ANOVA  
 Week 11: Correlation  
 Week 12: Multiple Regression  
 Week 13: Assignment work



ORIGINAL COURSE IMPLEMENTATION DATE: September 2011  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|----|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 321                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Qualitative Research Methods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Examines the foundations of research and the qualitative methods and techniques most commonly used in criminology. Will involve critical analysis of methods, consideration of ethics, and the design and completion of a qualitative research project.                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Admission to the Bachelor of Arts (Criminal Justice) and 45 university-level credits including CRIM 220 and 6 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                      |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                          |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td style="text-align: right;">15</td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30 | Seminars/tutorials/workshops |  | Laboratory hours | 15 | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |    |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 321**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Discuss the theoretical foundations of qualitative research in criminology and criminal justice;
- Evaluate various qualitative research methods used in criminology and criminal justice;
- Apply qualitative research methods used in criminology and criminal justice;
- Assess critically the historical and contemporary issues relative to conducting research with indigenous populations;
- Identify and respond to ethical concerns in qualitative research;
- Critically review qualitative research;
- Design and conduct a qualitative research project.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures and labs.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)      | Title (article, book, journal, etc.)                                       | Current ed.                         | Publisher             | Year |
|---------------------------------|----------------------------------------------------------------------------|-------------------------------------|-----------------------|------|
| 1. Berg, B.L.                   | Qualitative Research Methods for the Social Sciences                       | <input checked="" type="checkbox"/> | Sage Publications     | 2004 |
| 2. Crewswell, J.W.              | Qualitative Inquiry and Research Design: Choosing among Five Traditions    | <input checked="" type="checkbox"/> | Sage Publications     | 2006 |
| 3. Esterberg, Kristin.          | Qualitative Methods in Social Research                                     | <input checked="" type="checkbox"/> | McGraw-Hill           | 2002 |
| 4. Kovach, Margaret             | Indigenous Methodologies: Characteristics, Conversations and Context       | <input checked="" type="checkbox"/> | University of Toronto | 2010 |
| 5. Palys, Ted & Atchison, Chris | Research Decisions: Quantitative, Qualitative and Mixed-Methods Approaches | <input checked="" type="checkbox"/> | Nelson                | 2013 |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

None

**Typical Evaluation Methods and Weighting**

|                   |     |              |     |                             |     |            |      |
|-------------------|-----|--------------|-----|-----------------------------|-----|------------|------|
| Final exam:       | %   | Assignments: | 5%  | Midterm exam:               | 35% | Practicum: | %    |
| Quizzes/tests:    | %   | Lab work:    | %   | Field experience:           | %   | Shop work: | %    |
| Research Project: | 35% | Attendance:  | 10% | Group Project Presentation: | 15% | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Introduction to the course, course expectations  
 Week 2: Theoretical foundations of qualitative research and research design  
 Week 3: Research ethics  
 Week 4: Sampling and recruitment; interactive methods  
 Week 5: Unobtrusive and archival research  
 Week 6: Observation and ethnography  
 Week 7: Case study analysis  
 Week 8: Analyzing qualitative data and writing up qualitative studies  
 Week 9: Writing up final project tutorial and midterm study session  
 Week 10: Midterm exam  
 Weeks 11-13: Group presentations



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1992  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 330                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Criminal Procedure and Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Criminal Procedure & Evidence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Examines the progression of criminal cases through the court system. Topics include jurisdiction, search and seizure, arrest, judicial interim release, the determination of admissibility of evidence, and the impact of the Charter of Rights and Freedoms on criminal procedure and evidence.                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | 45 university-level credits including CRIM 103, CRIM 230, and 3 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                         |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 330**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Explain the major elements of criminal procedure and evidence at the pre-trial, trial and post-trial stages of the criminal process;
2. Describe the inter-relationship between the principles of the Charter of Rights and Freedoms and rules of criminal procedure and evidence;
3. Apply the legal principles learned to specific factual situations;
4. Articulate a reasoned position regarding the desired balance between effective criminal procedural rules and individual rights and liberties.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures and class discussions

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------|-------------------------------------|-----------|------|
| 1. Delisle and Stuart      | Learning Canadian Criminal Procedure | <input checked="" type="checkbox"/> | Carswell  | 2015 |
| 2.                         | Criminal Code of Canada              | <input type="checkbox"/>            |           | 2015 |
| 3.                         |                                      | <input type="checkbox"/>            |           |      |
| 4.                         |                                      | <input type="checkbox"/>            |           |      |
| 5.                         |                                      | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                     |     |                     |     |                      |     |            |      |
|---------------------|-----|---------------------|-----|----------------------|-----|------------|------|
| Final exam:         | 30% | Assignments:        | %   | Midterm exam:        | 20% | Practicum: | %    |
| Quizzes/tests:      | %   | Lab work:           | %   | Field experience:    | %   | Shop work: | %    |
| Written Assignment: | 30% | Group Presentation: | 10% | Class Participation: | 10% | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

- Week 1 Overview of course and discussion of context (wrongful conviction video)
- Week 2 Jurisdiction
- Week 3 Search and seizure
- Week 4 Arrest and judicial interim release
- Week 5 Criminal evidence part one
- Week 6 Criminal evidence part two
- Week 7 Midterm exam
- Week 8 Pre-trial process / Adversarial system
- Week 9 Trial process part one
- Week 10 Trial process part two
- Week 11 Jury trials
- Week 12 Sentencing and appeals
- Week 13 Course review





ORIGINAL COURSE IMPLEMENTATION DATE: September 1992  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 335                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Human Rights and Civil Liberties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Provides an inquiry into the historical, legal, and political nature of human rights and civil Liberties. Topics may include armed conflicts; doctrines promoting human rights and individual liberties; slavery and human trafficking; terrorism; international crimes; and political, social, economic, and gender rights.                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | 45 university-level credits including CRIM 100 and 6 additional credits of 100- or 200-level CRIM. POSC 110 is strongly recommended.                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>POSC 335</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                      |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 335**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Describe the history, concept, and content of human rights and human rights violations at domestic and international levels;
- Discuss the Canadian contribution to human rights development;
- Articulate the effect of the Canadian Charter of Rights and Freedoms with respect to the enhancement of human rights;
- Analyze the role of International Courts (including International ad hoc Criminal Tribunals) in relation to human rights;
- Interpret the rationale of pre- and post-Charter decisions by the Supreme Court;
- Analyze critically the concept of state sovereignty and its influence on human rights (protection and violation of human rights issues);
- Design suggestions to promote and enhance human rights.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures and guest lecturers

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No x

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials)      | Title (article, book, journal, etc.)                         | Current ed.                         | Publisher               | Year |
|----|---------------------------------|--------------------------------------------------------------|-------------------------------------|-------------------------|------|
| 1. | Tremblay, Kelly, Lipson, Mayer. | Understanding Human Rights: Origins, Currents, and Critiques | <input checked="" type="checkbox"/> | Thompson Nelson         | 2008 |
| 2. | Smith, R.K.M.                   | International Human Rights Law                               | <input type="checkbox"/>            | Oxford University Press | 2017 |
| 3. |                                 |                                                              | <input type="checkbox"/>            |                         |      |
| 4. |                                 |                                                              | <input type="checkbox"/>            |                         |      |
| 5. |                                 |                                                              | <input type="checkbox"/>            |                         |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | 30% | Assignments: | %   | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Participation: | 10% | Term Paper:  | 30% | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Introduction to the course and the concept of human rights  
 Week 2: Foundations of human rights and the Canadian Charter of Rights and Freedoms  
 Week 3: Human rights in world politics  
 Week 4: Promoting human rights: Individuals and organizations and the origins and critiques of universalist theories of human rights  
 Week 5: Finding a balance: Reconciling universalist and cultural positivist views on human rights  
 Week 6: Midterm exam  
 Week 7: Human rights in practice  
 Week 8: Gender and human rights  
 Week 9: Canada and human rights  
 Week 10: Canada, the rights revolution, and international human rights issues, part I  
 Week 11: Canada, the rights revolution, and international human rights issues, part II  
 Week 12: Looking to the future  
 Week 13: Summary, recapitulation, and preparation for final exam



ORIGINAL COURSE IMPLEMENTATION DATE: January 2005  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 339                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Professional Ethics in Criminal Justice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Professional Ethics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Studies professional ethics in the criminal justice system, with a special focus on law enforcement. Four main subject areas include ethics education, dominant theoretical approaches, development of professional ethics, and ethical leadership.                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | 45 university-level credits including CRIM 100, CRIM 103, and 3 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture hours</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>45</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> August 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 339**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Analyze ethical issues within criminal justice;
2. Engage in critical thinking and informed moral debate;
3. Contrast and compare moral theories;
4. Discuss critically professional ethics; and
5. Apply decision-making models and related codes of conduct to resolve practice-based dilemmas and problems.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lecture, group work, debate, written work and individual study

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials) | Title (article, book, journal, etc.)                    | Current ed.                         | Publisher                     | Year |
|----|----------------------------|---------------------------------------------------------|-------------------------------------|-------------------------------|------|
| 1. | Evans, D. and McMillan, C. | Ethical reasoning in policing, corrections and security | <input checked="" type="checkbox"/> | Emond Montgomery Publications | 2003 |
| 2. | Rachels, J                 | The elements of moral philosophy                        | <input checked="" type="checkbox"/> | McGraw Hill College           | 1999 |
| 3. | Perez, D.W                 | Police ethics: Matter of Character                      | x                                   | Nelson College Indigenous     | 2009 |
| 4. |                            |                                                         | <input type="checkbox"/>            |                               |      |
| 5. |                            |                                                         | <input type="checkbox"/>            |                               |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                     |     |              |     |                   |     |            |      |
|---------------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:         | 35% | Assignments: | 25% | Midterm exam:     | 25% | Practicum: | %    |
| Quizzes/tests:      | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Class Presentation: | 15% | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Course overview  
 Week 2: Ethics Education: Theoretical problems and challenges  
 Week 3: Moral theories: The big four  
 Week 4: Moral theories: The big four continued  
 Week 5: Moral theories: Related discussions  
 Week 6: Justice and the law  
 Week 7: Midterm exam  
 Week 8: Morality and professional ethics  
 Week 9: Codes, cases and accountability  
 Week 10: Ethical decision-making models & professional codes of conduct  
 Week 11: Applied ethics  
 Week 12: Applied ethics continued  
 Week 13: Theories of leadership and course wrap up



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2012  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 400                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Full Title:</b> Terrorism                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Calendar Description:</b><br><br>Examines the nature, extent, and causes of terrorism as an officially designated crime. Emphasis is placed on extremism as a foundation for terrorism, specific types of terrorism, and how governments and law enforcement agencies seek to counter terrorism.                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | 45 university-level credits including 9 credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Prelcorequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>CRIM 410E</b><br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                             |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 27<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |

**CRIM 400**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Analyze various complexities associated with defining, studying, and measuring terrorist behaviour.
2. Assess critically the major types and policy domains of political terrorism.
3. Apply the main theories advanced to explain the origins of terrorist behaviour.
4. Evaluate the goals and *modus operandi* of anti-state terrorists, including organizational structures, financing, weapons, tactics, and targets, use of the media and social media and whether anti-state terrorism is 'effective'.
5. Assess how public administrative agencies, particularly law enforcement and national security entities, deal with terrorism, and whether counter-terrorism efforts are 'legal' and 'effective'.
6. Develop case studies of specific anti-state terrorist groups and their use of political violence with the aim of understanding the varied and complex historical and geopolitical contexts in which violent extremism emerges and the intricacies of preventing and countering political terrorism.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, class discussion, group work, guest speakers.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                                                                                                                                       | Current ed.                         | Publisher         | Year |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------|------|
| 1. Martin, G               | <i>Essentials of Terrorism. Concepts and Controversies (Fourth Edition)</i> . OR <i>Understanding Terrorism: Challenges, Perspectives and Issues (most recent edition)</i> | <input checked="" type="checkbox"/> | Sage Publications | 2017 |
| 2. Hamilton, D & Rimsa, K. | Terror Threat. International and Homegrown Terrorists and Their threat to Canada (recommended)                                                                             | <input type="checkbox"/>            | Dundurn Press     | 2007 |
| 3.                         |                                                                                                                                                                            | <input type="checkbox"/>            |                   |      |
| 4.                         |                                                                                                                                                                            | <input type="checkbox"/>            |                   |      |
| 5.                         |                                                                                                                                                                            | <input type="checkbox"/>            |                   |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                      |     |                               |     |                   |   |            |      |
|----------------------|-----|-------------------------------|-----|-------------------|---|------------|------|
| Exam:                | 20% | Participation and group work: | 20% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests:       | %   | Lab work:                     | %   | Field experience: | % | Shop work: | %    |
| Case Study Analysis: | 35% | Discussion Forum:             | 25% | Other:            | % | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Course introduction to terrorism  
 Weeks 2-3: Definitions of terrorism  
 Week 4: The causes of terrorism  
 Week 5: The goals, tactics, and targets of terrorism  
 Week 6: State terrorism  
 Week 7: International ethnic, ideological, and religious terrorism  
 Week 8: Domestic and single-issue terrorism  
 Weeks 9-10: The war on terrorism  
 Week 11: Future trends and projections  
 Week 12: Exam  
 Week 13: Case study presentations



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2012  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|---|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 401                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Sex Work and the Law                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Explores legal, political, and social contexts surrounding sex work by critically evaluating research from a variety of sources. Topics include legislative history, research challenges and ethical issues, type of sex work and sex worker, vulnerable populations and exploitation, trafficking, and law reform.                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | 45 university-level credits including 9 credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prelcorequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>CRIM 410F</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                    |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">40</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">5</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 40 | Seminars/tutorials/workshops | 5 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 40        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |   |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 401**
**University of the Fraser Valley Official Undergraduate Course Outline**

Page 2 of 2

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Describe the regulation of sex work in Canada and other jurisdictions;
- Critically evaluate the political and social contexts of sex work in Canada;
- Describe the legislative history of prostitution in Canada;
- Analyze the challenges and ethical issues facing sex workers; and
- Critically evaluate issues, such as sexual exploitation, vulnerable populations, migration and trafficking, and law reform

**Prior Learning Assessment and Recognition (PLAR)**
☒ Yes    ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, seminar class discussion, group work, guest speakers.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐    Labs to be scheduled independent of lecture hours: Yes ☐ No ☐
**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)                                    | Title (article, book, journal, etc.)                                                                                                       | Current ed.              | Publisher                       | Year |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------|------|
| 1. Bruckert, C. & Parent, C.                                  | Criminalizing Women: Gender and (In)justice in Neoliberal times                                                                            | <input type="checkbox"/> | Fernwood Publishing             | 2005 |
| 2. Hallgrímsdóttir, H., Phillips, R., Benoit, C., & Walby, K. | Sporting Girls, Streetwalkers, and Inmates of Houses of Ill Repute: Media Narratives and the Historical Mutability of Prostitution Stigmas | <input type="checkbox"/> | Sociological Perspectives       | 2008 |
| 3. Dewey, S. & Tiantian, Z.                                   | Ethical Research with Sex Workers                                                                                                          | <input type="checkbox"/> | Springer Briefs in Anthropology | 2013 |
| 4. van der Meulen, E., Durisin, E.M., & Love, V.              | Selling Sex: Experience, Advocacy, and Research on Sex Work in Canada                                                                      | <input type="checkbox"/> | Springer Briefs in Anthropology | 2013 |
| 5.                                                            |                                                                                                                                            | <input type="checkbox"/> |                                 |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                             |     |                     |     |                   |     |            |      |
|-----------------------------|-----|---------------------|-----|-------------------|-----|------------|------|
| Final exam:                 | 30% | Assignments:        | %   | Midterm exam:     | 20% | Practicum: | %    |
| Quizzes/tests:              | %   | Lab work:           | %   | Field experience: | %   | Shop work: | %    |
| Critical Reflection Essays: | 30% | Book/Report Review: | 20% | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Introduction to the course  
 Week 2: Legislative history of prostitution  
 Week 3: Theoretical explanations for engagement in the sex industry  
 Week 4: Research, ethics, and the sex industry  
 Week 5: Types of sex work  
 Week 6: Midterm  
 Week 7: Vulnerable populations  
 Week 8: Male and transgendered sex workers  
 Week 9: Other participants in the sex industry: Clients and managers (or pimps)  
 Week 10: Exotic dancing and pornography  
 Week 11: Migration and trafficking  
 Week 12: International approaches to regulating sex industries  
 Week 13: Law reform in Canada





ORIGINAL COURSE IMPLEMENTATION DATE: September 2012  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 402                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Mental Disorder and Crime                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Students will review the history and current legislation that govern mental disorder and crime. The relationship between crime and specific disorders, such as Fetal Alcohol Spectrum Disorder and schizophrenia, will be examined. The response to these disorders by criminal justice agencies will be evaluated.<br><br>Note: Students with credit for CRIM 410G cannot take this course for further credit.                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | 45 university-level credits including 9 credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>CRIM 410G</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 27<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**CRIM 402**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Describe the historical relationship between mental disorder and criminality, including traditional criminal justice responses to the mentally ill;
- Critically compare federal and provincial legislation governing the relationship between mental disorders and crime;
- Analyze the relationship between specific forms of mental disorders and criminality;
- Articulate the relationship between mental disorders and crime in vulnerable populations;
- Critically evaluate best practices among criminal justice and social service agencies in responding to mentally disordered offenders.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes    ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, class discussion, group work.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials)                   | Title (article, book, journal, etc.)                                                   | Current ed.              | Publisher                                            | Year |
|----|----------------------------------------------|----------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------|------|
| 1. | Gray, J. E., Shone, M. A., and Liddle, P. F. | Canadian Mental Health Law and Policy                                                  | <input type="checkbox"/> | LexisNexis Canada, Inc.                              | 2008 |
| 2. | Gosselin, D.                                 | Crime and Mental Disorders: The Criminal Justice Resposne                              | <input type="checkbox"/> | West Academic Publishers                             | 2017 |
| 3. | Roach, K.                                    | Criminal Law                                                                           | <input type="checkbox"/> | Irwin Law, Inc.                                      | 2012 |
| 4. | Verbrugge, P.                                | Fetal Alcohol Spectrum Disorder and the Youth Criminal Justice Act: A Discussion Paper | <input type="checkbox"/> | Department of Justice Canada: Youth Justice Research | 2003 |
| 5. | Wiener, R. L., and Brank, E. M.              | Problem Solving Courts: Social Science and Legal Perspectives                          | <input type="checkbox"/> | Springer Science+Business Media, LLC                 | 2013 |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                     |     |              |     |                   |     |            |      |
|---------------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:         | 25% | Assignments: | %   | Midterm exam:     | 25% | Practicum: | %    |
| Quizzes/tests:      | %   | Lab work:    | %   | Field experience: | %   | Shop work: | %    |
| Group Presentation: | 15% | Term Paper:  | 35% | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Introduction to the course  
 Week 2: Diagnosis and assessment  
 Week 3: Mental health legislation  
 Week 4: Police and mental illness  
 Week 5: Fitness to stand trial and criminal responsibility  
 Week 6: Exam 1  
 Week 7: Forensic psychiatric services  
 Week 8: Risk assessment, dangerousness, and civil commitment  
 Week 9: Special populations  
 Week 10: Interventions  
 Week 11: Exam 2  
 Week 12: Group presentations  
 Week 13: Group presentations



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1992  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 410                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Full Title:</b> Selected Topics in Crime and Criminal Justice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Topics in Crime & CJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Calendar Description:</b><br>Critically reviews selected criminal justice phenomena through an analysis of theory, methods, and research.<br><br>Note: Students should check with the School of Criminology and Criminal Justice or the timetable to determine content area and pre-requisites for a particular semester.                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | 45 university-level credits including CRIM 100, CRIM 103, and 3 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                          |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input checked="" type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 27<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Fall/Winter                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

**CRIM 410**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Comprehensively describe the elements related to the criminal justice topic under study;
- Critically analyze the specific criminal justice related issue, institution, activity, or practice under study; and
- Apply relevant theories/policies/practices to the criminal justice topic under study.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures and group work

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials)          | Title (article, book, journal, etc.)                                                     | Current ed.              | Publisher               | Year |
|----|-------------------------------------|------------------------------------------------------------------------------------------|--------------------------|-------------------------|------|
| 1. | Van Tongeren Harvey, W. & Dauns, P. | Sexual offences Against Children and the Criminal Trial Process                          | <input type="checkbox"/> | Lexis Nexis             | 2001 |
| 2. | Perlin, M.L. & Cucolo, H.E.         | Shaming the Constitution: The Detrimental Results of Sexual Violent Predator Legislation | <input type="checkbox"/> | Temple University Press | 2017 |
| 3. | Terry, K.J.                         | Sexual Offenses and Offenders: Theory, Practice, and Policy                              | <input type="checkbox"/> | Cengage                 | 2012 |
| 4. |                                     |                                                                                          | <input type="checkbox"/> |                         |      |
| 5. |                                     |                                                                                          | <input type="checkbox"/> |                         |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                     |     |                   |     |                   |     |            |      |
|---------------------|-----|-------------------|-----|-------------------|-----|------------|------|
| Final exam:         | 35% | Assignments:      | %   | Midterm exam:     | 25% | Practicum: | %    |
| Quizzes/tests:      | %   | Lab work:         | %   | Field experience: | %   | Shop work: | %    |
| Group Presentation: | 15% | Essay Assignment: | 25% | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Course introduction

Week 2: Sexual offences and the criminal code part I

Week 3: Sexual offences and the criminal code part II

Week 4: Child abuse and the internet

Week 5: Medical and psychological harms of sexual victimization

Week 6: Investigation of alleged sexual offenders

Week 7: Exam

Week 8: Prosecuting sexual offenders of adults: preparing witnesses, procedural considerations

Week 9: Prosecuting sexual offenders of children: assessing validity of claims and preparing testimony

Week 10: Prosecution in multivictim and/or historical cases

Week 11: Psychological assessment of sexual offenders and use of expert testimony

Week 12: Criminal justice responses to sexual offenders

Week 13: Review for exam



ORIGINAL COURSE IMPLEMENTATION DATE: September 2001  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|---------------------------|----|-----------------------------------------------|----|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 411                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Directed Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Independent reading and research topics selected in consultation with the supervising instructor.<br><br>Note: Students interested in more information should contact the School of Criminology and Criminal Justice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | Permission of the director and the dean.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td></td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Student directed learning</td><td style="text-align: center;">35</td></tr> <tr><td>Other contact hours: Meetings with Instructor</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Student directed learning | 35 | Other contact hours: Meetings with Instructor | 10 | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Student directed learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 35        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours: Meetings with Instructor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Maximum enrolment (for information only):</b> 6<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Every semester                                                                                                                                                                                                                                                                                                                                                               |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                              |  |                  |  |                        |  |                                            |  |                            |  |                           |    |                                               |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**CRIM 411**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Comprehensively describe the elements related to the criminal justice topic under study;
- Critically analyze the specific criminal justice related issue, institution, activity, or practice under study; and
- Apply relevant theories/policies/practices to the criminal justice topic under study.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes ☒ No, PLAR cannot be awarded for this course because Directed studies course

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

To be determined by the instructor in consultation with the student

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)    | Title (article, book, journal, etc.)                                                                           | Current ed.              | Publisher                   | Year |
|-------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------|------|
| 1.                            | To be determined by the instructor in consultation with the student; examples include:                         | <input type="checkbox"/> |                             |      |
| 2. Merkl, P.H. & Weinberg, L. | Right-wing extremism in the twenty-first century.                                                              | <input type="checkbox"/> | Frank Cass Publishers       | 2005 |
| 3. Smyth, S.M.                | Cybercrime in Canadian criminal law.                                                                           | <input type="checkbox"/> | Carswell                    | 2015 |
| 4. Michel, C.                 | Violent street crime versus harmful white-collar crime: A comparison of perceived seriousness and punitiveness | <input type="checkbox"/> | <i>Critical Criminology</i> | 2016 |
| 5.                            |                                                                                                                | <input type="checkbox"/> |                             |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |                 |     |                   |     |            |      |
|----------------|-----|-----------------|-----|-------------------|-----|------------|------|
| Final Report:  | 50% | Assignments:    | %   | Midterm exam:     | %   | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:       | %   | Field experience: | %   | Shop work: | %    |
| Proposal:      | 10% | Interim Report: | 30% | Presentation:     | 10% | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

To be determined by the instructor in consultation with the student. Examples include Radicalization of Youth, Cyber Crimes, or White Collar Crimes,



ORIGINAL COURSE IMPLEMENTATION DATE: September 1992  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|---|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|----|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 412                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Organized Crime                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Examines the issue of organized crime in Canada and its transnational dimension. Grounded in empirical research on various forms of organized crime and on the effectiveness of the criminal justice system response to this particular threat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | 45 university-level credits including CRIM 100, CRIM 103, and 3 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                      |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">3</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td style="text-align: right;">12</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30 | Seminars/tutorials/workshops | 3 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities | 12 | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 12        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Winter                                                                                                                                                                                                                                                                                                                                                                  |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amy Prevost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |   |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 412**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Analyze critically issues relating to organized crime and transnational organized crime;
2. Recognize some of the greatest challenges organized crime poses for Canadian society and for the criminal justice system;
3. Analyze critically academic, government and media reports on organized crime;
4. Compare the effectiveness of various crime prevention, law enforcement, and other criminal justice strategies to counter organized crime.

**Prior Learning Assessment and Recognition (PLAR)**
☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, class discussions, guest speakers.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐      Labs to be scheduled independent of lecture hours: Yes ☐ No ☐
**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)             | Current ed.                         | Publisher               | Year |
|----------------------------|--------------------------------------------------|-------------------------------------|-------------------------|------|
| 1. Beare, M.               | Criminal Conspiracies -Organized Crime in Canada | <input checked="" type="checkbox"/> | Oxford University Press | 2015 |
| 2.                         |                                                  | <input type="checkbox"/>            |                         |      |
| 3.                         |                                                  | <input type="checkbox"/>            |                         |      |
| 4.                         |                                                  | <input type="checkbox"/>            |                         |      |
| 5.                         |                                                  | <input type="checkbox"/>            |                         |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |                |     |                   |     |            |      |
|----------------|-----|----------------|-----|-------------------|-----|------------|------|
| Final exam:    | 30% | Assignments:   | %   | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:      | %   | Field experience: | %   | Shop work: | %    |
| Paper:         | 30% | Participation: | 10% | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Introduction and overview  
 Week 2: Academic Literature and Research.  
 Week 3: Explaining the Existence of Organized Crime: The theories behind organized crime  
 Week 4: Legal and International Treaty Definitions of Organized Crime; The United Nations Convention against Transnational Organized Crime and the Protocols thereto  
 Week 5: Organized Crime in Canada  
 Week 6: Midterm  
 Week 7: Criminal Markets in Canada  
 Week 8: Corruption and Organized Crime; Money Laundering; Emerging Crime  
 Week 9: Organized Crime Enforcement – Approaches and Strategies  
 Week 10: The Politics of Organized Crime Legislation  
 Week 11: Organized Crime Enforcement and Control: Policing and Prosecution Issues  
 Week 12: Organized Crime Prevention  
 Week 13: International Cooperation in Combatting Transnational Organized Crime





ORIGINAL COURSE IMPLEMENTATION DATE: September 1992  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 416                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Full Title:</b> Media, Crime, and Criminal Justice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Calendar Description:</b><br>Focuses on the relationship between media and the criminal justice system. The “social construction of reality”, role of the media in creating and maintaining ideologies about crime, media distortion and sensationalism, and media as a cause and cure for crime are discussed.                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | 45 university-level credits including CRIM 100, CRIM 103, and 3 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">15</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 27<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> August 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |

**CRIM 416**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Describe the role and influence of the mass media in shaping public attitudes about crime and criminal justice in our society;
- Explain the "social construction of reality";
- Analyze contextually the effect of media on the public's perceptions of the relationship between gender, ethnicity and crime;
- Analyze how mass media are an integral part of the dynamics which promote crime, crime prevention, and criminal justice policies in Canada;
- Assess critically mass media content about criminal justice; and
- Analyze the use of the media by the criminal justice system.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lecture and class discussion

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No x

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                                     | Current ed.              | Publisher                                                   | Year |
|----------------------------|--------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------|------|
| 1. Douai, Z. & Perry, B.   | A different lens? How ethnic minority media cover crime.                 | <input type="checkbox"/> | <i>Canadian Journal of Criminology and Criminal Justice</i> | 2018 |
| 2. Surette, R.             | Cause or catalyst: the interaction of real world and media crime models. | <input type="checkbox"/> | <i>American Journal of Criminal Justice</i>                 | 2013 |
| 3. Schneider, C.J.         | Policing and social media: Social control in an era of new media         | <input type="checkbox"/> | Rowman & Littlefield                                        | 2017 |
| 4.                         |                                                                          | <input type="checkbox"/> |                                                             |      |
| 5.                         |                                                                          | <input type="checkbox"/> |                                                             |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30% | Assignments: | 70% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | % | Shop work: | %    |
| Other:         | %   | Other:       | %   | Other:            | % | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

|         |                                                                                                                     |
|---------|---------------------------------------------------------------------------------------------------------------------|
| Week 1  | Introduction: course overview                                                                                       |
| Week 2  | The social construction of reality: The constructionist view of crime and criminal justice in the media             |
| Week 3  | Analyzing the media: Contextual analysis (gender, ethnicity, crime, and the media)                                  |
| Week 4  | Analyzing the media: Context analysis, ideology, and hegemony (gender, ethnicity, crime, and the media)             |
| Week 5  | Crime and the criminal justice system as represented in the entertainment media: Print, film, television, and radio |
| Week 6  | Crime and Justice in the news media                                                                                 |
| Week 7  | Media influence on attitudes, beliefs, and perceptions about crime and the justice system                           |
| Week 8  | Distortion of criminal justice issues in the media                                                                  |
| Week 9  | Sensationalism and crime news: Serial murderers and myth construction                                               |
| Week 10 | Media as a cause and cure for crime                                                                                 |
| Week 11 | Media trials: Media coverage and the courts                                                                         |
| Week 12 | The question of corporate crime: Pack journalism and the Westray Mine Disaster                                      |
| Week 13 | Criminological praxis: Deconstructing and reconstructing the news                                                   |



ORIGINAL COURSE IMPLEMENTATION DATE: September 2018  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 418                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Techniques of Crime Prevention                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Critically examines the contemporary field of crime prevention. Students will examine the theoretical foundations of various approaches to crime prevention and the evaluative research available to assess the efficacy of these initiatives.                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | 45 university-level credits including CRIM 100, CRIM 103, and 3 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture hours</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>45</b></td> </tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30 | Seminars/tutorials/workshops | 15 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> August 1, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 418**
**University of the Fraser Valley Official Undergraduate Course Outline**

Page 2 of 2

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Articulate the complex meaning of the term 'crime prevention'.
- Explain how crime prevention policies and practices are linked to political ideologies and beliefs about crime, whether or not such beliefs are accurate.
- Critique major crime prevention approaches that have been tried in Canada and other countries in terms of their underlying theory, assumptions, and potential for or actual success based on the available empirical research evidence.

**Prior Learning Assessment and Recognition (PLAR)**
☒ Yes    ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, guest speakers

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐    Labs to be scheduled independent of lecture hours: Yes ☐ No ☐
**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)  | Current ed.                         | Publisher                          | Year |
|----------------------------|---------------------------------------|-------------------------------------|------------------------------------|------|
| 1. Schneider, S. P         | Crime Prevention: Theory and Practice | <input checked="" type="checkbox"/> | CRC Press Taylor and Francis Group | 2015 |
| 2.                         |                                       | <input type="checkbox"/>            |                                    |      |
| 3.                         |                                       | <input type="checkbox"/>            |                                    |      |
| 4.                         |                                       | <input type="checkbox"/>            |                                    |      |
| 5.                         |                                       | <input type="checkbox"/>            |                                    |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 25% | Assignments: | 65% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Field experience: | % | Shop work: | %    |
| Participation: | 10% | Other:       | %   | Other:            | % | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

|         |                                                                                                                                                                                                                              |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 1  | Course introduction                                                                                                                                                                                                          |
| Week 2  | Theories and practices. What is crime prevention? Components and challenges of crime prevention within the Criminal Justice System.                                                                                          |
| Week 3  | Situational Crime Prevention (SCP): Discussion will focus on applied definitions, theories, assumptions, programs and critiques of SCP.                                                                                      |
| Week 4  | Crime Prevention through Environmental Design (CPTED) Applying theory of SCP through CPTED - Assignment #1 instructions                                                                                                      |
| Week 5  | Crime Prevention through Social Development (CPSD). Underlying theories, risk factors, application                                                                                                                           |
| Week 6  | Restorative Action as Crime Prevention – Guest speaker                                                                                                                                                                       |
| Week 7  | Assignment #1 Due/Assignment #1 Presentations                                                                                                                                                                                |
| Week 8  | Assignment Presentations - 1st half of class<br>Community and Problem Oriented Policing.<br>Theories, distinguishing characteristics and application                                                                         |
| Week 9  | Community & Problem Oriented Policing can't ...<br>Planning, implementing and assessing a project/(Class exercise - Practical application to a local problem)/Assignment 2 Instructions (CAPRA)/Assignment #3 ( Major Paper) |
| Week 10 | Terrorism Prevention: Is it Effective? - Guest speaker/Assignment #2 Due                                                                                                                                                     |
| Week 11 | Crime reduction Model – Guest speaker                                                                                                                                                                                        |
| Week 12 | Community Crime Prevention (CPP): A Look at Theories, Practices and Programs Associated to the Importance of CPP                                                                                                             |
| Week 13 | Assignment #3 Due/Role of Government and Police in Crime Prevention                                                                                                                                                          |



**ORIGINAL COURSE IMPLEMENTATION DATE:** Unknown  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED: (six years after UEC approval)** February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|---|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> CRIM 419                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                            | <b>Number of Credits:</b> 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Course Full Title:</b> Victimology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                            | <b>Department (or program if no department):</b> Criminology and Criminal Justice                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Calendar Description:</b><br><br>An introduction to victimology's key concepts and to the study of various forms of victimization, the risk of victimization, the experience of victims of crime, the rights of victims, and the impact of various forms of victimization and associated trauma.                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 45 university-level credits including 9 credits of 100- or 200-level CRIM. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | NONE                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | NONE                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                                          |                                                                            | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">20</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">20</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td style="text-align: right;">5</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |                                                                            | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 20 | Seminars/tutorials/workshops | 20 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities | 5 | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 20                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>45</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                            | <b>Maximum enrolment (for information only):</b> 27<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                            | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                            | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                            | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                            | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                            | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |   |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Discuss critically the contribution of victimology to our current understanding of victims of crime, their experience of victimization and the nature of their contacts with the criminal justice system
- Apply victimological theory to the study of complex forms of victimization
- Recognize basic trends in victimization patterns in Canada and internationally
- Describe how different groups are exposed to varying degrees to different risks of victimization
- Analyze how individuals and groups make successful social and legal claims to victimhood
- Discuss the inequality in recognition of victim status
- Explain how the rights of victims of crime are defined and protected, nationally and internationally
- Compare the relative effectiveness of policies and programs implemented in Canada and abroad for empowering victims and offering them protection, support, and assistance, including restorative justice

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, guest lectures, group discussion, practical in-class exercises, analyses of information media representations

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)      | Title (article, book, journal, etc.)                                                                        | Current ed.                         | Publisher                             | Year |
|---------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------|------|
| 1. Wemmers, J-A M               | Victimology – A Canadian Perspective                                                                        | <input checked="" type="checkbox"/> | Univ of Toronto Press                 | 2017 |
| 2. Boyce, J.                    | Victimization of Aboriginal People in Canada, 2014                                                          | <input checked="" type="checkbox"/> | Statistics Canada                     | 2015 |
| 3. Dandurand Y. & Griffiths, C. | Handbook on Restorative Justice Programmes                                                                  | <input checked="" type="checkbox"/> | United Nations                        | 2007 |
| 4. De Guissmé, L. & L. Licata   | Competition Over Collective Victimhood Recognition, European Journal of Social Psychology, 47 (1): 148–166. | <input checked="" type="checkbox"/> | European Journal of Social Psychology | 2017 |
| 5. Perreault, L.                | Criminal Victimization in Canada                                                                            | <input checked="" type="checkbox"/> | Statistics Canada                     | 2015 |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |      |               |      |                   |   |            |      |
|----------------|------|---------------|------|-------------------|---|------------|------|
| Final exam:    | 30 % | Assignments:  | 50 % | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests: | %    | Lab work:     | %    | Field experience: | % | Shop work: | %    |
| Participation: | 10 % | Presentation: | 10 % | Other:            | % | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

- Week 1. Introduction to Victimology – History of Victimology – Victimology's Links to Criminology
- Week 2. Evolution of the Notion of Crime Victim - Legal Definitions of Victims
- Week 3. Victimization Surveys - Forms of Victimization – Recent victimization surveys in Canada - Victimization of Aboriginal People in Canada – Preventing Victimization.
- Week 4. Risks of Victimization and Theoretical Victimology – Multiple Victims, Poly-victims and Proneness to victimization
- Week 5. The Impact of Victimization – Trauma Informed Approaches – Responding to Complex Trauma in Victims – Developmental Victimology, Adverse Childhood Experiences and their Impact on Child Development - Preventing Violence against Children.
- Week 6. Victims' Rights – The Canadian Bill of Rights; the United Nations Declaration of Basic Principles on Justice for Victims of Crime and Abuse of Power; the European Union Directive
- Week 7. Victims' Needs and Victim Assistance; Support for Victims of Crime in Canada, the USA and in Europe
- Week 8. Types of victimization and their impact on victims - Victims of: Financial Crimes, Fraud, and Corruption; Online Fraud, Identity Theft; Armed robbery; Corporate Crimes (corporate criminal liability and victims); State Crimes, Genocide, Crimes Against Humanity; Victims of Hate Crimes; Human Trafficking; Terrorist Acts; Family Violence and Intimate Partner Violence; Sexual Crimes; and, Violence against Children.
- Week 9. Elements of effective responses to different types of victimization

**CRIM 419****University of the Fraser Valley Official Undergraduate Course Outline**

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- |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 10. | Victim Participation in the Criminal Justice Process - Tort Law in Canada and Available Remedies for Victims of Crime - Victim Participation in Proceedings of the International Criminal Court                                                                                                                                                                                                                                                                    |
| Week 11. | Restorative Justice Principles, Processes, Practices, Programs, and Outcomes; the United Nations Basic Principles on the Use of Restorative Justice Programmes in Criminal Matters; Victim Participation in and Satisfaction with Restorative Justice; the Role of Community in Restorative Justice - Restorative Justice and the Alleviation of the Emotional Effect of Violent Crime – Difference between Restorative Justice and Traditional Justice Practices. |
| Week 12. | Victims and Witness Protection - Justice in Matters Involving Child Victims and Witnesses of Crime – The United Nations Guidelines on Justice in Matters Involving Child Victims and Witnesses of Crime. Compendium of United Nations Standards and Norms in Crime Prevention and Criminal Justice.                                                                                                                                                                |
| Week 13. | The Social Psychology of Collective Victimhood - Claims of Victimhood and “Competitive Victimhood” - The Notion of Intergenerational Trauma.                                                                                                                                                                                                                                                                                                                       |



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2012  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED:** (six years after UEC approval) February 2024  
**Course outline form version:** 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|----|----------------------|--|--------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 435                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Full Title:</b> Innovations in Criminal Justice and Public Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Course Short Title (if title exceeds 30 characters):</b> Innovations in Public Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Calendar Description:</b><br>Identifies areas within the criminal justice system where current processes, techniques, methods, and approaches appear to be either ineffective or inefficient, discusses the reasons for the current problems, and explores innovative, evidence-based strategies to prevent crime and improve the criminal justice system.                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | 45 university-level credits including CRIM 100, CRIM 103, and 3 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                       |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">15</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">10</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td style="text-align: right;">20</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 15 | Seminars/tutorials/workshops | 10 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities | 20 | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 20        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Maximum enrolment (for information only):</b> 27<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |    |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                      |  |



**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Discuss how various issues of effectiveness or efficiency regarding the criminal justice system are currently formulated in the Canadian context;
- Describe some of the major justice system reforms and innovations designed to address these issues;
- Assess critically the effect of applying various innovative approaches to systemic justice and public safety issues in terms of efficiency, effectiveness, legitimacy, human rights and social justice;
- Evaluate innovative approaches utilized in other jurisdictions to solve issues and problems encountered within the various components of the criminal justice system.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes    ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lectures, class discussion, group work, project presentation to class.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials)                                | Title (article, book, journal, etc.)                                                  | Current ed.                         | Publisher          | Year |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------|--------------------|------|
| 1. Dandurand Y. et al                                     | Justice Indicators and Criminal Justice Reform                                        | <input type="checkbox"/>            | CLLR/TIJ           | 2015 |
| 2. Standing Committee on legal and Constitutional Affairs | Delaying Justice is Denying Justice. Ottawa.                                          | <input checked="" type="checkbox"/> | Senate of Canada   | 2017 |
| 3. Dandurand, Y.                                          | Criminal Justice Reforms and the System's Efficiency                                  | <input type="checkbox"/>            | Criminal Law Forum | 2014 |
| 4. Ministry of Justice of B.C.                            | White Paper on Justice Reform. Part 1 and Part Two: A Timely, Balanced Justice System | <input type="checkbox"/>            | MOJ - BC           | 2013 |
| 5. UNODC                                                  | Handbook on Police Accountability, Oversight and Integrity                            | <input type="checkbox"/>            | United Nations     | 2011 |
| 6. Dandurand and Griffiths                                | Restorative Justice Programmes                                                        | <input type="checkbox"/>            | United Nations     | 2008 |
| 7. Chin and Dandurand                                     | The Prevention of Recidivism and the Social Reintegration of offenders                | <input type="checkbox"/>            | United Nations     | 2017 |
| 8. Dandurand, Y.                                          | Criminal Justice Responses to Terrorism                                               | <input type="checkbox"/>            | United Nations     | 2009 |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |               |     |                   |     |            |      |
|----------------|-----|---------------|-----|-------------------|-----|------------|------|
| Final exam:    | 20% | Assignments:  | 20% | Midterm exam:     | 30% | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:     | %   | Field experience: | %   | Shop work: | %    |
| Term Paper:    | 20% | Presentation: | 10  | Other:            | %   | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Introduction to the course/course expectations/overview of the project.  
 Week 2: Current issues and problems in criminal justice systems where traditional strategies are inadequate.  
 Week 3: Future social and criminal trends and the effectiveness of current strategies.  
 Week 4: Criminal justice reform in British Columbia and in Canada  
 Week 5: Decriminalization and legalization of activities that have traditionally been considered criminal.  
 Week 6: Making the criminal justice process more efficient  
 Week 7: Responding to terrorist threats and to organized crime.  
 Week 8: Alternatives to traditional sentencing practices & correctional practices  
 Week 9: Implementation of new models of policing & crime reduction.  
 Week 10: Problem-solving courts.  
 Week 11: The risk management approach.  
 Week 12: The social reintegration of offenders  
 Week 13: Course review.



ORIGINAL COURSE IMPLEMENTATION DATE: September 1992  
 REVISED COURSE IMPLEMENTATION DATE: September 2018  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|--|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 450                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Social Policy Analysis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Discusses how social and criminal justice problems are recognized, defined, and solved with policy. Focuses on the construction, implementation, and evaluation of policy, and examines various influencing forces over policymaking.                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | Admission to the Bachelor of Arts (Criminal Justice) and 45 university-level credits including CRIM 100, CRIM 103, and 3 additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Equivalent course(s): <b>NONE</b><br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                             |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">45</td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 45 | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Winter                                                                                                                                                                                                                                                                                                                                                                  |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |  |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 450**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Assess critically the types of social, economic, political, legal, and cultural forces influencing the construction of social policies;
- Discuss the role of social policy in solving issues relating to crime and criminal justice;
- Apply various models of problem definition;
- Compare and contrast theories and methods of policy implementation;
- Identify, evaluate, and compare intended and unintended consequences of policy options;
- Locate the practice of policy analysis within a global context;
- Discuss the role of evidence in policymaking
- Critique the dynamics involved in balancing democratic processes and expertise in various approaches to policy analysis; and
- Apply various evaluative models to a range of social policy analyses.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Lecture, class discussion, group presentations.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.)                               | Current ed.              | Publisher | Year |
|----------------------------|--------------------------------------------------------------------|--------------------------|-----------|------|
| 1. Pal, L.A.               | Beyond Policy Analysis: Public Issue Management in Turbulent Times | 5                        | Nelson    | 2014 |
| 2.                         |                                                                    | <input type="checkbox"/> |           |      |
| 3.                         |                                                                    | <input type="checkbox"/> |           |      |
| 4.                         |                                                                    | <input type="checkbox"/> |           |      |
| 5.                         |                                                                    | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                    |     |                      |     |                   |     |            |      |
|--------------------|-----|----------------------|-----|-------------------|-----|------------|------|
| Final exam:        | 25% | Class Participation: | 10% | Midterm exam:     | 20% | Practicum: | %    |
| Quizzes/tests:     | %   | Lab work:            | %   | Field experience: | %   | Shop work: | %    |
| Outline for Paper: | %   | Presentation:        | 20% | Written Paper:    | 25% | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

|         |                               |
|---------|-------------------------------|
| Week 1  | Introduction to the course    |
| Week 2  | Criminology and public policy |
| Week 3  | Social policy in Canada       |
| Week 4  | Problem definition            |
| Week 5  | Agenda setting                |
| Week 6  | Exam 1                        |
| Week 7  | Evidence-based policy         |
| Week 8  | Policy instruments            |
| Week 9  | Policy implementation         |
| Week 10 | Policy and program evaluation |
| Week 11 | Exam 2                        |
| Week 12 | Presentations                 |
| Week 13 | Presentations                 |



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 2005  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED: (six years after UEC approval)** February 2024  
**Course outline form version: 09/15/14**

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------|--|------------------|--|------------------------|-----|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 480                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | <b>Number of Credits:</b> 6 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Fieldwork Practicum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Provides students with a supervised work experience in a criminal justice or community agency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            | Admission to the Bachelor of Arts (Criminal Justice), CRIM 281, CRIM 310, CRIM 311, CRIM 320, CRIM 321, and department permission See additional practicum regulations in the academic calendar.                                                                                                                                                                                                                                                                                                                                 |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            | CRIM 479.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prelcorequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                     |            | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>Transfer credit requested (OReg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total Hours: 200</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture hours</td><td></td></tr> <tr><td>Seminars/tutorials/workshops</td><td></td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td style="text-align: center;">200</td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>200</b></td></tr> </table> |            | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Seminars/tutorials/workshops |  | Laboratory hours |  | Field experience hours | 200 | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>200</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 200        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>200</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            | <b>Date approved:</b> July 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | <b>Date approved:</b> November 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                              |  |                  |  |                        |     |                                            |  |                            |  |                      |  |              |            |                                                                                                                                                                                                                                                                                                                                                                                                  |  |

**CRIM 480**
**University of the Fraser Valley Official Undergraduate Course Outline**
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**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Apply various concepts, skills, and theories learned in the classroom;
2. Explain how individual sectors of the criminal justice system work;
3. Critically assess how the overall goals of the system are actualized through policies, procedures, and the
1. Deployment of resources;
4. Assess their abilities and interests as a potential criminal justice practitioner; and
5. Perform various skills in which they have been trained.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes    ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

The course may include orientations, one-on-one meetings with the instructor, and two hundred hours of practical experience. Students may be asked to keep daily journals.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐    Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.              | Publisher | Year |
|----------------------------|--------------------------------------|--------------------------|-----------|------|
| 1.                         |                                      | <input type="checkbox"/> |           |      |
| 2.                         |                                      | <input type="checkbox"/> |           |      |
| 3.                         |                                      | <input type="checkbox"/> |           |      |
| 4.                         |                                      | <input type="checkbox"/> |           |      |
| 5.                         |                                      | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                       |     |              |     |                   |   |            |      |
|-----------------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:           | %   | Assignments: | 60% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests:        | %   | Lab work:    | %   | Field experience: | % | Shop work: | %    |
| Practicum Evaluation: | 40% | Other:       | %   | Other:            | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Two hundred hours/two full days a week in a supervised criminal justice or quasi criminal justice agency.

**Memo for New Course**

To: Jacqueline Nolte, Alisa Webb, CACC

From: Amanda McCormick, Interim Director, School of Criminology and Criminal Justice

Date: October 12, 2017

**Subject: Proposal for new course CRIM 479 Professional Practice II**

1. Rationale for new course:

- a. In response to the School of Criminology and Criminal Justice's recent program review, CRIM 479 is proposed as a co-requisite to the 4<sup>th</sup> year practicum (CRIM 480) to prepare students for field work and to solidify the linkages between theory and practice.

2. How this new course fits into program(s):

- a. CRIM 479 will be added as a co-requisite to CRIM 480. These courses will typically be taken in the final semester of a student's BA (Criminal Justice) degree. Students who do not meet the pre-requisites for CRIM 480 will instead be asked to complete three courses from a selected list of topics. Students who challenge CRIM 480 will be required to take a CRIM elective in place of CRIM 479.

***Note:** Adding this course to a program will usually require a program change request.*

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

- a. The School of Criminology and Criminal Justice recognizes the value of experiential learning via the required second and fourth year field placement courses for the BA (Criminal Justice) degree. The new course, CRIM 479, will enable degree students to reflect on their field placement learning, solidify linkages between theory and practice, discuss the role of professional and personal ethics, reflect on how their values align with the organization they are placed with, and expand their awareness of criminal justice system operations and challenges via classroom discussions with other students in a wide range of field placement positions. Through CRIM 479, students will be able to discuss the complex issues and day-to-day challenges of working in the criminal justice system.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

- a. No

5. Which program areas have been consulted about the course?

- a. n/a

6. If a new discipline designation is required, explain why:

- a. n/a

7. What consideration has been given to indigenizing the curriculum?

- a. Through their CRIM 480 field placement positions, many of our students will be working with Indigenous peoples, while some may be placed with Indigenous-led organizations. As part of their weekly discussions, students may be asked to reflect on unique challenges faced by Indigenous peoples involved in the criminal justice system as either an employee of the system or a person in conflict with the law.
- 8. If this course is not eligible for PLAR, explain why:
  - a. n/a
- 9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value – CRIM 479 requires students to complete 3 credits of work, or to complete 3 credits from another CRIM elective if they do not qualify for the CRIM 480 co-requisite. However, in response to the program review, the School of Criminology and Criminal Justice has overall reduced the number of required CRIM courses from 77 to a total of 62. The total number of credits required for a BA (Criminal Justice) degree remains at 124.
  - b. Class size limit - 27
  - c. Frequency of offering – annually
  - d. Resources required (labs, equipment) – n/a
- 10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. n/a
- 11. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Tuition, plus the purchase of a coursepack



ORIGINAL COURSE IMPLEMENTATION DATE: September 2018  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|--|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 479                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Professional Practice II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> CRIM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br><br>This course enhances field placement learning through the application and analysis of foundational concepts, skills, and theories from previous coursework. Learners will reflect on their field placement experiences, share problem solving techniques, successes, and challenges, and draw links between theory and practice.                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Acceptance into the Criminal Justice degree program, CRIM 281, CRIM 310, CRIM 311, CRIM 320, CRIM 321, and department permission.                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | CRIM 480.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                              |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 45</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">15</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">30</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td></td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>45</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 15 | Seminars/tutorials/workshops | 30 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>45</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 27<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Annually                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Amanda McCormick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> October 12, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 3, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 9, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> November 3, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |



**Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Situate the learner's practicum agency within the broader criminal justice system;
2. Express key workplace issues as they arise in the learner's respective practicum placement;
3. Examine how the overall goals of the criminal justice system are actualized through policies, procedures, and the deployment of resources;
4. Analyze the applicability of theory in their placement;
5. Discuss the application of problem-solving skills and theories learned in previous coursework to that arise in their field placement specifically or in the criminal justice field more generally;
6. Assess ethical conflicts in the workplace and apply an assessment process for resolution;
7. Reflect on the personal and professional development of self and others;
8. Examine how ones' abilities, values, personality traits, and interests as a potential criminal justice practitioner align with the practicum placement;
9. Reflect on adjustments and growth in transition from student intern to criminal justice professional;
10. Develop new ideas and perspectives about the workplace and suitable career opportunities.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes ☒ No, PLAR cannot be awarded for this course because: This course provides an opportunity to reflect on experiences occurring during the field practice.

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

The students will participate in lectures, demonstrations, group discussions and exercises, writings, readings and practice sessions, some of which may be required outside of class time with fellow students and without the instructor.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☐

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed. | Publisher | Year |
|----------------------------|--------------------------------------|-------------|-----------|------|
| 1. Coursepack              |                                      |             |           |      |
| 2.                         |                                      |             |           |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**
**Typical Evaluation Methods and Weighting**

|                |     |                 |     |                   |   |            |      |
|----------------|-----|-----------------|-----|-------------------|---|------------|------|
| Final exam:    | %   | Assignments:    | 60% | Midterm exam:     |   | Practicum: | %    |
| Quizzes/tests: | %   | Lab work:       | %   | Field experience: | % | Shop work: | %    |
| Participation: | 15% | Other:Portfolio | 25% | Other:            | % | Total:     | 100% |

**Details (if necessary):** Participation % tied specifically to seminar involvement.

**Typical Course Content and Topics**

This course will operate using two modules. Module 1 will occur in the first four weeks of the semester, prior to practicum placement beginning. Module 2 will occur for the remaining 12 weeks of the semester, alongside the field placement.

Module 1: Pre-Practicum Preparation

1. Course Overview
2. Professionalism 1 – Field preparation - student role, personal decorum, boundaries, ground rules, self-awareness
  - i. Situating field site agency mandate within the broader criminal justice system
  - ii. Introduction of Student Capstone Project (Portfolio, Paper Assignment)
3. Professionalism 2 – General job performance expectations - confidentiality, ethics, reporting lines, work ethic and initiative
4. Professionalism 3 – Key workplace policies and procedures - safety, inclusion, and harassment prevention

Module 2: Guided seminars to facilitate integration of experiential learning in the context of previous course knowledge (theories, policies, legislation) (Class and small group discussion/working teams):

5. Critical workplace issue 1 (Agency policies and practices within broader mandate of the CJS and Taking Initiative)
6. Critical workplace issue 2 (On-boarding with your agency – personal values vs organizational values and concerns)
7. Critical workplace issue 3 (Problem-solving actualized in the workplace, critique, resolution processes)
8. Critical workplace issue 4 (Ethical principles, legal policies, ethical conflicts, critique and resolution process)
9. Critical workplace issue 5 (Diversity in the workplace, policies and practices, critique and resolution process)
10. Critical workplace issue 6 (Emerging issues or other social issues)
11. Moving forward with employment opportunity in Criminal Justice - documenting growth, evaluation of personal interests, values, and options for job fit
12. Portfolio presentation and course wrap up

**Memo for Program Changes**

To: CACC/CAC/UEC

From: Amanda McCormick & Cherish Forster, School of Criminology and Criminal Justice

Date: October 16, 2017

**Subject: Program change for Bachelor of Arts (Criminal Justice)**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify: reduction of credit

2. Rationale for change(s):

- a. Following our most recent program review, the School of Criminology and Criminal Justice submitted a Vision Plan in which we reduced the number of core CRIM requirements, and opened up the range of elective options to students to enable them to complete more of their elective courses outside of CRIM. As requested by the Dean's office we have reduced the number of credits needed for graduation.
- b. Students who do not qualify for the 2<sup>nd</sup> or 4<sup>th</sup> year practicum have been able to complete a two-course option instead. As we would like to see the students learning about similar areas as where they might otherwise have taken their field placement experience, we have identified a set list of courses to choose from the two-course option. In addition, given that we have introduced a new co-requisite (CRIM 479) for our fourth year field placement course, we have changed it to a three-course option via three 300/400 level electives in place of CRIM 480 (6 credits) and CRIM 479 (3 credits)
- c. New courses: we have added in a new required course at the 1<sup>st</sup> year (CRIM 135) and a co-req to the 4<sup>th</sup> year field placement (CRIM 479)

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

- a. n/a

4. What consideration has been given to indigenizing the curriculum?
  - a. Many of our courses include discussion on Indigenous content, and we have a specific course examining Indigenous people and contact with the criminal justice system as victims, offenders, and/or criminal justice system professionals.
5. Will additional resources be required? If so, how will these costs be covered?
  - a. n/a, students are completing the same total number of credits
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?
  - a. The total number of credits required for the BA (Criminal Justice) is now between 121 and 122, depending on whether students take PSYC 110 (3 credits) or one of the STAT courses (4 credits). Within that, the balance of core, breadth, and elective courses has changed. We have reduced the number of core requirements from CRIM from 77 to 59. The number of breadth requirements remains at 29 credits. The number of elective credits has been increased from 18 to 36.
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)
  - a. The total number of credits required remains the same, although students may seek enrollment in a greater number of non-CRIM courses than in the past
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.
  - a. We have opened up the possibility of completing more credits outside of CRIM, though students may still elect to complete many of their elective requirements within CRIM. We have not changed the specific courses that students are required to take from other disciplines; therefore, we do not anticipate that these changes will place undue pressure on other disciplines.
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

## CRIMINOLOGY/CRIMINAL JUSTICE

[ufv.ca/criminology](http://ufv.ca/criminology)

## Bachelor of Arts (Criminal Justice) degree

A four-year, 124<sup>1</sup>- or 122-credit program which provides for advanced study beyond the Criminal Justice diploma program. Specifically, the program prepares students for front-line jobs after two years, but it also provides them with the opportunity beyond that (within an additional two years of study) to acquire a liberal arts orientation and the research skills, knowledge base, and analytical ability necessary for graduate studies and advanced career opportunities in the criminal justice field. This program will be of interest to people already working in the criminal justice field who seek supervisory positions, and to those who ultimately seek careers in the areas of criminal investigation, national security, evaluation research, crime prevention, offender case management (including probation and parole), and criminal law.

## Bachelor of Arts (Criminal Justice) degree with minor or extended minor in another discipline

Students who choose to combine their BA in Criminal Justice with a minor or extended minor in another discipline (e.g., Psychology, Sociology, History, Geography, English) must complete all the requirements of the BA in Criminal Justice and all the discipline requirements of the minor or extended minor. If you are interested in pursuing this option, contact the Advising Centre to discuss your program plan.

## Entrance requirements

All applicants must be willing to:

1. Undergo an initial security clearance check and further checks as may be required in individual courses. (Please do not submit until requested.)
2. Provide a statement from a physician as evidence of good health as may be required in individual courses. (Please do not submit ~~until requested~~ unless requested.)
3. Attend an orientation session during which criminal justice faculty present an overview of the options available and career opportunities in criminal justice. Students will be contacted regarding the orientation process.

### Option 1: High school (for students with high school graduation only)

1. B.C. secondary school graduation or equivalent.
2. A minimum of a B average in the following: English 12 (see Note) and two other Approved Grade 12 courses.

Note: English 12 equivalent courses include English 12 First Peoples, English Literature 12, AP English, and IB English A (standard level or higher level).

3. Prerequisite to or completion of CMNS 125 or ENGL 105. Acceptance will be conditional upon proof of having met this entrance requirement. Applicants are encouraged to submit proof as soon as it is available and prior to registering.

### Option 2: University entrance (for students who have attended some post-secondary school)

Entry into the Bachelor of Arts (Criminal Justice) degree program will be a competitive process. The following are the minimum requirements for consideration of entry into the degree program. Students who do not meet these minimum requirements for the degree program might consider enrolling in either the Criminal Justice diploma or Qualifying Studies, depending on their CGPA or high school requirements.

1. Prerequisite to or completion of CMNS 125 or ENGL 105. Applicants are encouraged to submit proof as soon as it is available and prior to registering.
2. Applicants must have completed, by the end of the fall semester in the application period, one of the following:
  - o A minimum of 9 university-level credits with a cumulative GPA of 3.0; or
  - o A minimum of 30 university-level credits with a cumulative GPA of 2.5 or better.

### When to apply

Applications are accepted for entrance to the Fall semester only. For application deadlines, see Specific intake application process.

## How to apply

1. Apply online at [ufv.ca/admissions/admissions/apply](https://ufv.ca/admissions/admissions/apply).

### Additional documents required for a complete application:

- o Official transcripts (or interim transcripts) from every post-secondary institution you have attended showing grade/course achievement as per entrance requirements. To be considered official, transcripts must be sent directly to UFV from the originating institution; see the [Transfer Credit](#) section for details.
2. Applicants will be advised of an admission decision and provided with registration information. A deposit is required prior to registration (see the [Fees and Other Costs](#) section). This money will be applied toward tuition fees. Final payment of all course fees are due the end of the second week of classes.
  3. In cases where course work is in progress, an admission decision may be made conditional upon completion of academic requirements. Proof of completion of entrance requirements is due the end of the first week in August for the September intake.

## Basis for admission decision

### Direct entry from high school

There are a limited number of seats available in the Criminology and Criminal Justice degree program. Acceptance into the Criminology and Criminal Justice degree program will be determined through a first-come first-serve basis, assuming entrance requirements are met. Applicants who meet the entrance requirements will be admitted in order of their application date. This date is set when an application, all required documentation, and application fee have been submitted.

### Second-year entry from university

There are a limited number of seats available in the Criminology and Criminal Justice degree program. Acceptance into the Criminology and Criminal Justice degree program will therefore be determined through a competitive process that evaluates cumulative GPA. Please note that students must meet the prerequisite to or have completed [CMNS 125](#) or [ENGL 105](#).

## Fees and additional costs

See the [Fees and Other Costs](#) section. Books and additional supplies cost approximately \$100- \$150 per course.

## Dates and location

The normal university year is from September through April, with between 15 and 18 credits required in each of the fall and winter semesters. Students enrolled in field ~~practice~~ [practicum](#) in any semester (normally requiring two full days per week) would normally take 9 credits in addition to the practicum. Occasionally, courses are challenged for credit, making it possible to complete the program more quickly. Mastery of course objectives must be demonstrated in order to successfully challenge a course; contact the School of Criminology and Criminal Justice for further information.

## Program requirements

~~Upon acceptance to the Bachelor of Arts (Criminal Justice) program, and in accordance with the B.C. Government's Criminal Record Review Act, UFV requires all students to complete a criminal record check through the Ministry of Public Safety and Solicitor General. For clarification and more details, please visit the Ministry of Public Safety and Solicitor General's website.~~

## Practicum regulations

~~Acceptance into the BA (Criminal Justice) degree program does not guarantee practicum placement.~~

~~The prerequisites for placement in [CRIM 281](#) are:~~

- ~~• CGPA of at least 2.67;~~
- ~~• CRIM 100, 103, 104, 105, and 265;~~
- ~~• CRIM 129 with a grade of B- or better;~~
- ~~• CMNS 125, or ENGL 105 or higher;~~
- ~~• the ability to pass a criminal record check; and~~
- ~~• departmental approval.~~

~~The prerequisites for placement in [CRIM 480](#) are:~~

- ~~• CGPA of at least 2.67;~~

- ~~CRIM 281, 310, 311, 320, and 335;~~
- ~~the ability to pass a criminal record check; and~~
- ~~departmental approval.~~

~~Students must complete 200 hours of practicum work in each of CRIM 281 and CRIM 480.~~

~~Bachelor of Arts (Criminal Justice) students who do not meet the prerequisites for the practicum must take two additional 200-level CRIM electives (two 200-level CRIM electives for CRIM 281, and two three 400-level (400-419) CRIM electives for CRIM 479 and CRIM 480).~~

~~Students who did not qualify for CRIM 281 but subsequently qualify for CRIM 480 must complete CRIM 480.~~

| <u>200-level electives (select 3)</u>                                | <u>300/400-level electives (select 3)</u>                 |
|----------------------------------------------------------------------|-----------------------------------------------------------|
| <u>CRIM 210 (Youth Crime and the Youth Justice System in Canada)</u> | <u>CRIM 335 (Human Rights and Civil Liberties)</u>        |
| <u>CRIM 211 (Indigenous Peoples, Crime and Criminal Justice)</u>     | <u>CRIM 339 (Professional Ethics in Criminal Justice)</u> |
| <u>CRIM 212 (Women, Crime and Criminal Justice)</u>                  | <u>CRIM 400 (Terrorism)</u>                               |
| <u>CRIM 240 (Comparative Criminal Justice Systems)</u>               | <u>CRIM 401 (Prostitution in Canada)</u>                  |
| <u>CRIM 251 (Law Enforcement in Canada)</u>                          | <u>CRIM 402 (Mental Disorder and Crime)</u>               |
| <u>CRIM 252: (Corrections in Canada)</u>                             | <u>CRIM 412 (Organized Crime)</u>                         |
|                                                                      | <u>CRIM 418 (Techniques of Crime Prevention)</u>          |
|                                                                      | <u>CRIM 425 (Innovations in Canadian Public Safety)</u>   |

~~The Career Development Coordinator will work collaboratively with each student to identify practicum sites that respond to individual learning interests and that provide criminal justice learning opportunities.~~

~~Practicums are offered throughout the region of the Fraser Valley and Metro Vancouver, although other placement sites may be considered. Students are responsible for transportation to and from practicum sites. Students are also responsible for maintaining suitable personal appearance.~~

~~The BA (Criminal Justice) degree program must approve any agency or institution that provides placements for student practicums, and reserves the right to change any placement assigned to a student. The student has the right to be informed in writing of the reasons for any change in placement. While the program accepts the responsibility to provide a sufficient number of practicum opportunities to serve the needs of all registered students, a student may be required to withdraw from a practicum course if none of the available practicum agencies will accept that particular student.~~



## **~~Undergraduate continuance~~**

~~Academic standing is governed by UFV's Undergraduate Continuance policy (92).~~

~~For assistance, please contact criminfo@ufv.ca.~~

## **~~Required to withdraw~~**

~~Students who have been Required to Withdraw from UFV under the Undergraduate Continuance policy (92) are subject to re-admission and continuance requirements as listed in the UFV academic calendar. Students are normally only readmitted once to the same program.~~

## **~~Re-taking courses~~**

~~The School of Criminology and Criminal Justice does not approve challenge requests from students who are asking to re-take a Criminology/Criminal Justice course. These students must register in, and complete the requirements for, a regularly timetabled section of the course.~~

## **~~Duplication of courses~~**

~~Duplication refers to taking a course more than once. No more than five duplications will be permitted on courses which apply to the BA (Criminal Justice) Degree. A "W" or an "AU" in a course is not counted as a course duplication.~~

~~Students with more than five course duplications will not be eligible to graduate with a Bachelor of Arts (Criminal Justice) degree.~~

## **~~Auditing courses~~**

~~Course audits will be governed by the UFV's Course Audit Policy (108).~~

## **~~Prerequisites~~**

~~A prerequisite is a requirement which must be met before a student enters a course or program. A D grade does not, unless stated otherwise, meet a prerequisite requirement. Students who do not have the stated prerequisite courses may not register in a course having these requirements without the permission of the instructor.~~

## **~~Transfer credit~~**

~~At least 25% of the course work must be completed at UFV. However, students must complete at least 50% of the upper level Criminology/Criminal Justice credits required for the degree and minor and extended minor at UFV.~~

## **Prior Learning Assessment and Recognition**

~~You may be able to obtain credit for prior learning through evaluation of previous studies or learning through experience after you have completed 30 credits in the diploma program. Contact the School of Criminology and Criminal Justice for further information.~~

## **Course withdrawal deadlines**

~~Course withdrawal deadlines follow UFV's Course Withdrawal policy (81).~~

## **Graduation**

~~It is the student's responsibility to ensure all program requirements are met. This should be done by regular consultation with a Criminal Justice Program Advisor. A minimum program and CGPA of 2.0 is required to graduate. Please note that students with more than five course duplications will not be eligible to graduate with a Bachelor of Arts (Criminal Justice) degree.~~

~~Candidates who qualify to receive a UFV degree must be approved by the School of Criminology and Criminal Justice and the Senate. Students must apply for graduation by completing the Graduation Request form available at ufv.ca/admissions, or from the Office of the Registrar. We recommend this be done in the first month of the final semester. The final deadline for students who wish to attend the June Convocation ceremony is April 1 of each year, with all program requirements completed by April 30 of each year.~~

## **Program outline**

### **Program requirements**

Upon acceptance to the Bachelor of Arts (Criminal Justice) program, and in accordance with the B.C. Government's Criminal Record Review Act, UFV requires all students to complete a criminal record check through the Ministry of Public Safety and Solicitor General. For clarification and more details, please visit the Ministry of Public Safety and Solicitor General's website.

### **Practicum regulations**

Acceptance into the BA (Criminal Justice) degree program does not guarantee practicum placement.

The prerequisites for placement in **CRIM 281** are:

- CGPA of at least 2.67;
- CRIM 100, 103, 104, 105, and 265;
- CRIM 129 with a grade of B- or better;
- CMNS 125 or ENGL 105 or higher;
- the ability to pass a criminal record check; and
- departmental approval.

The prerequisites for placement in **CRIM 480** are:

- CGPA of at least 2.67;
- CRIM 281, 310, 311, 320, and 321;
- the ability to pass a criminal record check; and
- departmental approval.

Students must complete 200 hours of practicum work in each of CRIM 281 and CRIM 480.

Bachelor of Arts (Criminal Justice) students who do not meet the prerequisites for the second year practicum must instead take two additional 200-level CRIM electives from the provided list below in place of CRIM 281. Students who do not meet the pre-requisites for the fourth year practicum must instead take three 300/400-level -CRIM electives in place of CRIM 479 and CRIM 480.

Students who did not qualify for CRIM 281 but subsequently qualify for CRIM 480 must complete CRIM 480.

| 200 level electives (select 2)                                       | 300/400 level electives (select 3)                        |
|----------------------------------------------------------------------|-----------------------------------------------------------|
| <u>CRIM 210 (Youth Crime and the Youth Justice System in Canada)</u> | <u>CRIM 335 (Human Rights and Civil Liberties)</u>        |
| <u>CRIM 211 (Indigenous Peoples, Crime and Criminal Justice)</u>     | <u>CRIM 339 (Professional Ethics in Criminal Justice)</u> |
| <u>CRIM 212 (Women, Crime and Criminal Justice)</u>                  | <u>CRIM 400 (Terrorism)</u>                               |
| <u>CRIM 240 (Comparative Criminal Justice Systems)</u>               | <u>CRIM 401 (Prostitution in Canada)</u>                  |
| <u>CRIM 251 (Law Enforcement in Canada)</u>                          | <u>CRIM 402 (Mental Disorder and Crime)</u>               |
| <u>CRIM 252: (Corrections in Canada)</u>                             | <u>CRIM 412 (Organized Crime)</u>                         |
|                                                                      | <u>CRIM 418 (Techniques of Crime Prevention)</u>          |
|                                                                      | <u>CRIM 435 (Innovations in Canadian Public Safety)</u>   |

The Career Development Coordinator will work collaboratively with each student to identify practicum sites that respond to individual learning interests and that provide criminal justice learning opportunities.

Practicums are offered throughout the region of the Fraser Valley and Metro Vancouver, although other placement sites may be considered. Students are responsible for transportation to and from practicum sites. Students are also responsible for maintaining suitable personal appearance.

The BA (Criminal Justice) degree program must approve any agency or institution that provides placements for student practicums, and reserves the right to change any placement assigned to a student. The student has the right to be informed in writing of the reasons for any change in placement. While the program accepts the responsibility to provide a sufficient number of practicum opportunities to serve the needs of all registered students, a student may be required to withdraw from a practicum course if none of the available practicum agencies will accept that particular student.

## Program Outline

The Bachelor of Arts (Criminal Justice) degree program consists of 57 credits of CRIM core requirements, 28-29 credits of breadth requirements, and 36 credits of CRIM/non-CRIM elective courses.

**Core Requirements: 57 credits**

| <u>Course</u>   | <u>Title</u>                                       | <u>Credits</u> |
|-----------------|----------------------------------------------------|----------------|
| <u>CRIM 100</u> | <u>Introduction to Criminology</u>                 | <u>3</u>       |
| <u>CRIM 103</u> | <u>Introduction to the Criminal Justice System</u> | <u>3</u>       |

|                 |                                                                     |          |
|-----------------|---------------------------------------------------------------------|----------|
| <u>CRIM 104</u> | <u>Sociological Explanations of Criminal and Deviant Behaviour</u>  | <u>3</u> |
| <u>CRIM 105</u> | <u>Psychological Explanations of Criminal and Deviant Behaviour</u> | <u>3</u> |
| <u>CRIM 129</u> | <u>Academic and Professional Development</u>                        | <u>3</u> |
| <u>CRIM 135</u> | <u>Canadian Law and Legal Institutions</u>                          | <u>3</u> |
| <u>CRIM 220</u> | <u>Research Methods in Criminology</u>                              | <u>3</u> |
| <u>CRIM 230</u> | <u>Criminal Law</u>                                                 | <u>3</u> |
| <u>CRIM 265</u> | <u>Problem Management Skills for CJ Interventions</u>               | <u>3</u> |
| <u>CRIM 281</u> | <u>Field Work Practicum</u>                                         | <u>6</u> |
| <u>CRIM 310</u> | <u>Advanced Theoretical Perspectives</u>                            | <u>3</u> |

|                 |                                                        |          |
|-----------------|--------------------------------------------------------|----------|
| <u>CRIM 311</u> | <u>Multiculturalism, Conflict &amp; Social Justice</u> | <u>3</u> |
| <u>CRIM 320</u> | <u>Quantitative Research Techniques</u>                | <u>3</u> |
| <u>CRIM 321</u> | <u>Qualitative Research Methods</u>                    | <u>3</u> |
| <u>CRIM 450</u> | <u>Social Policy Analysis</u>                          | <u>3</u> |
| <u>CRIM 479</u> | <u>Professional Practice II</u>                        | <u>3</u> |
| <u>CRIM 480</u> | <u>Field Work Practicum</u>                            | <u>6</u> |

**Breadth requirements:** 28 or 29 credits

| <u>Course</u>   | <u>Title</u>                         | <u>Credits</u> |
|-----------------|--------------------------------------|----------------|
| <u>SOC 101</u>  | <u>Introduction to Sociology</u>     | <u>3</u>       |
| <u>PSYC 102</u> | <u>Introduction to Psychology II</u> | <u>3</u>       |

|                                                                                          |                                                                                                                                |          |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------|
| <u>CMNS 125</u><br><u>Or ENGL</u><br><u>105</u>                                          | <u>Communicating Professionally to Academic and Workplace Audiences</u><br><u>Academic Writing</u>                             | <u>3</u> |
| <u>CMNS 251</u><br><u>Or ENGL</u><br><u>120-</u><br><u>170108 or</u><br><u>higher</u>    | <u>Professional Report Writing</u>                                                                                             | <u>3</u> |
| <u>POSC 110</u>                                                                          | <u>Canadian Politics</u>                                                                                                       | <u>3</u> |
| <u>STAT 104</u><br><br><u>Or STAT</u><br><u>106</u><br><br><u>Or PSYC</u><br><u>1110</u> | <u>Introductory Statistics</u><br><br><u>Statistics I</u><br><br><u>Applied Statistical Analysis in Psychology (3 credits)</u> | <u>4</u> |
| <u>Elective</u><br><u>Science</u>                                                        | <u>Any Astronomy, Biology, Chemistry, Physics, 100-level or higher, or GEOG 101, 102, 103, or 116</u>                          | <u>4</u> |
| <u>BUS 203</u>                                                                           | <u>Organizational Behaviour</u>                                                                                                | <u>3</u> |

|                      |                                                                                                                                                                                             |          |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <u>Elective Arts</u> | <u>Any 100-level or higher one of Art History, English, Film, History, Modern Languages, Theatre, Philosophy, or Visual Arts course, Film, PHIL 100 or higher, Theatre, or ENGL 120-170</u> | <u>3</u> |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|

**Elective requirements: 36 credits**

A minimum of 12 credits must be taken outside of CRIM

At least one elective must be selected from the following list: CRIM 210, CRIM 211, CRIM 212, CRIM 213, CRIM 214, CRIM 216, CRIM 240, CRIM 250, CRIM 251, CRIM 252, CRIM 330, CRIM 335, CRIM 400, CRIM 401, CRIM 402, CRIM 403, CRIM 410, CRIM 411, CRIM 412, CRIM 416, CRIM 417, CRIM 418, CRIM 419, CRIM 435.

The remaining credits may be taken from any discipline 100-level and higher.

At least 21 credits must be taken at the upper level.

**Lower-level requirements**

**Semester I (see Notes)**

| Course              | Title                                                  | Credits      |
|---------------------|--------------------------------------------------------|--------------|
| <del>CRIM 100</del> | <del>Introduction to Criminology</del>                 | <del>3</del> |
| <del>CRIM 103</del> | <del>Introduction to the Criminal Justice System</del> | <del>3</del> |



|          |                                              |   |
|----------|----------------------------------------------|---|
| CRIM 129 | Academic and Professional Development        | 3 |
| Elective | Any 100- or 200-level non-criminology course | 3 |
| SOC 101  | Introductory Sociology                       | 3 |

**Semester II**

| Course   | Title                                                            | Credits |
|----------|------------------------------------------------------------------|---------|
| CRIM 104 | Sociological Explanations of Criminal and Deviant Behaviour      | 3       |
| CRIM 105 | Psychological Explanations of Criminal and Deviant Behaviour     | 3       |
| PSYC 102 | Introduction to Psychology II (see Note 3)                       | 3       |
| Elective | CRIM (see Note 4)                                                | 3       |
| CMNS 125 | Communicating Professionally to Academic and Workplace Audiences | 3       |

|                        |                             |  |
|------------------------|-----------------------------|--|
| <del>or ENGL 105</del> | <del>Academic Writing</del> |  |
|------------------------|-----------------------------|--|

**Semester III**

| Course                 | Title                                                                   | Credits      |
|------------------------|-------------------------------------------------------------------------|--------------|
| <del>CRIM 240</del>    | <del>Comparative Criminal Justice Systems</del>                         | <del>3</del> |
| <del>or CRIM 251</del> | <del>Law Enforcement in Canada</del>                                    |              |
| <del>or CRIM 252</del> | <del>Corrections in Canada</del>                                        |              |
| <del>CRIM 265</del>    | <del>Problem Management Skills for Criminal Justice Interventions</del> | <del>3</del> |
| <del>Elective</del>    | <del>CRIM (see Note 4)</del>                                            | <del>3</del> |
| <del>Elective</del>    | <del>Arts (UFV) 200 level or higher (non-criminology)</del>             | <del>3</del> |
| <del>CMNS 251</del>    | <del>Professional Report Writing</del>                                  | <del>3</del> |

~~or ENGL 120-170 or higher~~

**~~Semester IV~~**

| <del>Course</del>   | <del>Title</del>                           | <del>Credits</del> |
|---------------------|--------------------------------------------|--------------------|
| <del>CRIM 220</del> | <del>Research Methods in Criminology</del> | <del>3</del>       |
| <del>CRIM 230</del> | <del>Criminal Law</del>                    | <del>3</del>       |
| <del>CRIM 281</del> | <del>Field Work Practicum</del>            | <del>6</del>       |
| <del>POSC 110</del> | <del>Canadian Politics</del>               | <del>3</del>       |
| <del>Total</del>    |                                            | <del>60</del>      |

Note 1: It is recommended that students planning on completing a Bachelor of Arts (Criminal Justice) degree complete their science requirement in the first two years of the program.

Note 2: Students wanting a Criminal Justice diploma must also complete CRIM 201, and one of CRIM 202 or CRIM 203. CRIM 201 and CRIM 202 cannot be taken concurrently.

Note 3: Students who have successfully completed PSYC 101 prior to acceptance do not need to complete PSYC 102.

~~Note 4: CRIM electives include: CRIM 210, 211, 212, 213, 214, 215, 216, 250, 251, and 252.~~

Note ~~54~~: Students should plan their 100- and 200-level electives to ensure they will have the necessary prerequisites for the required 300- and 400-level non-criminology electives.

## Upper-level requirements

~~Note: Students must have a minimum program CGPA of 2.0 in order to continue into upper level.~~

### ~~Semester V~~

| Course              | Title                                        | Credits      |
|---------------------|----------------------------------------------|--------------|
| <del>CRIM 310</del> | <del>Advanced Theoretical Perspectives</del> | <del>3</del> |
| <del>CRIM 321</del> | <del>Qualitative Research Methods</del>      | <del>4</del> |
| <del>CRIM 330</del> | <del>Criminal Procedure and Evidence</del>   | <del>3</del> |
| <del>STAT 104</del> | <del>Introductory Statistics</del>           | <del>4</del> |

|                                                                                                                                             |              |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <del>Elective Science: Any Astronomy, Biology, Chemistry, Physics, 100-level or higher, or GEOG 103 (formerly GEOG 101 or 102) or 116</del> | <del>4</del> |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------|

**~~Semester VI~~**

| <del>Course</del>   | <del>Title</del>                                          | <del>Credits</del> |
|---------------------|-----------------------------------------------------------|--------------------|
| <del>CRIM 311</del> | <del>Multiculturalism, Conflict, and Social Justice</del> | <del>3</del>       |
| <del>CRIM 320</del> | <del>Research Techniques</del>                            | <del>4</del>       |
| <del>CRIM 335</del> | <del>Human Rights and Civil Liberties</del>               | <del>3</del>       |
| <del>Elective</del> | <del>Any 300- or 400-level non-criminology course</del>   | <del>3</del>       |
| <del>Elective</del> | <del>Any 300- or 400-level non-criminology course</del>   | <del>3</del>       |

**~~Semester VII~~**

| <del>Course</del> | <del>Title</del> | <del>Credits</del> |
|-------------------|------------------|--------------------|
|                   |                  |                    |

|                                                                                                                                       |                                                  |              |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------|
| <del>CRIM 435</del>                                                                                                                   | <del>Innovations in Canadian Public Safety</del> | <del>3</del> |
| <del>Elective</del>                                                                                                                   | <del>One of CRIM 400-419</del>                   | <del>3</del> |
| <del>BUS 203</del>                                                                                                                    | <del>Organizational Behaviour (see Note)</del>   | <del>3</del> |
| <del>Elective</del>                                                                                                                   | <del>General: Any university level course</del>  | <del>3</del> |
| <del>Elective Arts: Any one of Art History, History, languages, Visual Arts, Film, PHIL 100 or higher, Theatre, or ENGL 120-170</del> |                                                  | <del>3</del> |

~~Note: The prerequisite for BUS 203 (BUS 100 or 102) will be waived for Criminal Justice degree reserved seats.~~

**~~Semester VIII~~**

| <del>Course</del>   | <del>Title</del>                  | <del>Credits</del> |
|---------------------|-----------------------------------|--------------------|
| <del>CRIM 450</del> | <del>Social Policy Analysis</del> | <del>3</del>       |

|                                     |                                                        |                |
|-------------------------------------|--------------------------------------------------------|----------------|
| <del>CRIM 480</del>                 | <del>Field Work Practicum</del>                        | <del>6</del>   |
| <del>Elective</del>                 | <del>Any 300 or 400 level non criminology course</del> | <del>3</del>   |
| <del>Elective</del>                 | <del>Any one of CRIM 400-419</del>                     | <del>3</del>   |
| <del>Total</del>                    |                                                        | <del>64</del>  |
| <del>Plus lower level credits</del> |                                                        | <del>60</del>  |
| <del>Total program credits</del>    |                                                        | <del>124</del> |

### Undergraduate continuance

Academic standing is governed by UFV's **Undergraduate Continuance policy (92)**.

For assistance, please contact [criminfo@ufv.ca](mailto:criminfo@ufv.ca).

### Required to withdraw

Students who have been Required to Withdraw from UFV under the **Undergraduate Continuance policy (92)** are subject to re-admission and continuance requirements as listed in the UFV academic calendar. Students are normally only readmitted once to the same program.

### Re-taking courses

The School of Criminology and Criminal Justice does not approve challenge requests from students who are asking to re-take a Criminology/Criminal Justice course. These students must register in, and complete the requirements for, a regularly timetabled section of the course.

## Duplication of courses

**Course Repeat policy (86):** Students may not register for a course more than twice without the permission of the department head/director for the discipline or their designate. All attempts will be recorded on the transcript, but only the highest grade will be included in the GPA. Transfer courses are considered in the number of attempts. A “W” or “AU” course is not counted as a duplication. Multiple repeats of the same course count as a single duplication. ~~Duplication refers to taking a course more than once. No more than five duplications will be permitted on courses which apply to the BA (Criminal Justice) Degree. A “W” or an “AU” in a course is not counted as a course duplication.~~

Students with more than five course duplications will not be eligible to graduate with a Bachelor of Arts (Criminal Justice) degree.

## Auditing courses

Course audits will be governed by the UFV’s **Course Audit Policy (108).**

## Prerequisites

~~A prerequisite is a requirement which must be met before a student enters a course or program. A D grade does not, unless stated otherwise, meet a prerequisite requirement. Students who do not have the stated prerequisite courses may not register in a course having these requirements without the permission of the instructor.~~

## ~~Transfer credit~~Residency

At least 25% of the course work must be completed at UFV. However, students must complete at least 50% of the upper-level Criminology/Criminal Justice credits required for the degree and minor and extended minor at UFV.

## Prior Learning Assessment and Recognition



You may be able to obtain credit for prior learning through evaluation of previous studies or learning through experience after you have completed 30 credits towards the program. Contact the School of Criminology and Criminal Justice for further information.

## Course withdrawal deadlines

Course withdrawal deadlines follow UFV's **Course Withdrawal policy (81)**.

## Graduation

It is the student's responsibility to ensure all program requirements are met. This should be done by regular consultation with a Criminal Justice Program Advisor. A minimum program and CGPA of 2.0 is required to graduate. Please note that students with more than five course duplications will not be eligible to graduate with a Bachelor of Arts (Criminal Justice) degree.

Candidates who qualify to receive a UFV degree must be approved by the School of Criminology and Criminal Justice and the Senate. Students must apply for graduation by completing the Graduation Request form available at [ufv.ca/admissions](http://ufv.ca/admissions), or from the Office of the Registrar. We recommend this be done in the first month of the final semester. The final deadline for students who wish to attend the June Convocation ceremony is April 1 of each year, with all program requirements completed by April 30 of each year.

## Course listings

For complete details on courses see the [course descriptions](#) section.

[Return to main Criminology/Criminal Justice page](#)

**Memo for Program Changes**

To: CACC/CAC/UEC

From: Amanda McCormick & Cherish Forster, School of Criminology and Criminal Justice

Date: October 16, 2017

**Subject: Program change for Criminal Justice Diploma**

1. Summary of changes (select all that apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify: reduction of credit

2. Rationale for change(s):

- a. Following our most recent program review, the School of Criminology and Criminal Justice submitted a Vision Plan in which we reduced the number of core CRIM requirements, and opened up the range of elective options to students to enable them to complete more of their elective courses outside of CRIM. As requested by the Dean's office we have reduced the number of credits needed for graduation.
- b. Students who do not qualify for the 2<sup>nd</sup> year practicum have been able to complete a two-course option instead. As we would like to see the students learning about similar areas as where they might otherwise have taken their field placement experience, we have identified a set list of courses to choose from the two-course option.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

- a. n/a

4. What consideration has been given to indigenizing the curriculum?

- a. Many of our courses include discussion on Indigenous content, and we have a specific course examining Indigenous people and contact with the criminal justice system as victims, offenders, and/or criminal justice system professionals.

5. Will additional resources be required? If so, how will these costs be covered?

- a. n/a, students are completing the same total number of credits
- 6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?
- 7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?
  - a. The total number of credits required for the Criminal Justice diploma is 61; however, we have opened up the elective credits to enable students to complete more of their electives using courses from other disciplines.
  - b. New courses: we have added in a new required course at the 1<sup>st</sup> year (CRIM 135)
- 8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)
  - a. The total number of credits required remains the same, although students may seek enrollment in a greater number of non-CRIM courses than in the past
- 9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.
  - a. We have opened up the possibility of completing more credits outside of CRIM, though students may still elect to complete many of their elective requirements within CRIM. We have not changed the specific courses that students are required to take from other disciplines; therefore, we do not anticipate that these changes will place undue pressure on other disciplines.
- 10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

## CRIMINOLOGY/CRIMINAL JUSTICE

[ufv.ca/criminology](http://ufv.ca/criminology)

### Criminal Justice diploma

A two-year, 64<sup>1</sup>-credit program designed to prepare students for front-line/entry-level jobs in the criminal justice field. The program consists of a combination of theoretical and skill development courses, and will be of interest to people who wish to become (for example) police officers, correctional officers, youth workers, immigration officers, bylaw enforcement officers, customs inspectors, community service order officers, and sheriff's officers.

### Entrance requirements

All applicants must:

1. Undergo an initial security clearance check and further checks as may be required in individual courses. (Please do not submit until requested.)
2. Provide a statement from a physician as evidence of good health as may be required in individual courses. (Please do not submit until requested.)
3. Attend an orientation session during which criminal justice faculty present an overview of the options available and career opportunities in criminal justice. Students will be contacted regarding the orientation process.

### Option 1: High school (for students with high school graduation only)

1. B.C. secondary school graduation or equivalent.
2. Prerequisite to or completion of [CMNS 125](#) or [ENGL 105](#) (see Note) and a minimum C+ average on two other [Approved Grade 12 courses](#). Acceptance will be conditional upon proof of having met these entrance requirements. Applicants are encouraged to submit proof as soon as it is available and prior to registering.

Note: English 12 equivalent courses include English 12 First Peoples, English Literature 12, AP English, and IB English A (standard level or higher level).

## Option 2: University entrance (for students who have attended some post-secondary school)

1. Prerequisite to or completion of [CMNS 125](#) or [ENGL 105](#). Applicants are encouraged to submit proof as soon as it is available and prior to registering.
2. Applicants must have completed, by the end of the fall semester in the application period, a minimum of nine university-level credits with a cumulative GPA of 2.0 or higher.

Students who do not meet these requirements might consider [Qualifying Studies](#).

## Basis for admission decision

There are a limited number of seats available in the Criminology and Criminal Justice diploma program. Acceptance into the Criminology and Criminal Justice diploma program will be determined through a first-come first-serve basis, assuming entrance requirements are met. Applicants who meet the entrance requirements will be admitted in order of their application date. This date is set when an application, all required documentation, and application fee have been submitted.

## Program outline

~~The Criminal Justice diploma is available to students who have completed the first two years of the [BA \(Criminal Justice\) degree](#).~~

~~Students wanting a diploma must also complete CRIM 201, and one of CRIM 202 or CRIM 203.~~

~~Note: CRIM 201 and CRIM 202 cannot be taken concurrently.~~

~~Students should check with the School of Criminology and Criminal Justice Program Advisor for complete details.~~

## Graduation

~~It is the student's responsibility to ensure all program requirements are met. This should be done by regular consultation with a Criminal Justice Program Advisor. A minimum program and CGPA of 2.0 is required to graduate. For students intending to proceed to the Bachelor of Arts (Criminal~~

~~Justice) degree, please note that there is a duplication policy which prevents students with more than five course duplications from graduating with a Bachelor of Arts (Criminal Justice) degree.~~

~~Candidates who qualify to receive a UfV diploma must be approved by the School of Criminology and Criminal Justice and the Senate. Students must apply for graduation by completing the Graduation Request form available at [ufv.ca/admissions](http://ufv.ca/admissions), or from the Office of the Registrar. We recommend this be done in the first month of the final semester. The final deadline for students who wish to attend the June Convocation ceremony is April 1 of each year, with all program requirements completed by April 30 of each year.~~

## ~~BCIT Forensic Investigation transfer option~~

~~This option of the Criminal Justice diploma is designed primarily for students who wish to transfer directly into the third year of the Bachelor of Technology in Forensic Investigation at BCIT, following completion of their UfV diploma. Students taking this option must choose one of three paths (Economic Crime Studies, Forensic Science Studies, or Computer Crime Studies), each of which provides the prerequisites for a path of study at the upper level with the BCIT Bachelor of Technology in Forensic Investigation transfer option.~~

~~Students considering this option are reminded that they can also enter directly into the third year of the Bachelor Technology in Forensic Investigation with either an Associate of Science degree or Computing Information Systems diploma from UfV.~~

~~Students interested in this transfer option can obtain details from the department.~~

## Fees and additional costs

See the [Fees and Other Costs section](#) of the calendar for further information. Books and additional supplies cost approximately \$100 -\$150 per course.

## Dates and location

The normal university year is from September through April, with between 15 and 18 credits required in each of the fall and winter semesters. Students enrolled in field [practice/practicum](#) in any semester (normally requiring two full days per week) would normally take 9 credits in addition to the practicum. Occasionally, courses are challenged for credit, making it possible to complete the

program more quickly. Mastery of course objectives must be demonstrated in order to successfully challenge a course; contact the School of Criminology and Criminal Justice for further information.

## **Program requirements**

Upon acceptance to the Criminal Justice diploma program and in accordance with the B.C. Government's Criminal Record Review Act, UFV requires all students to complete a criminal record check through the Ministry of Public Safety and Solicitor General. For clarification and more details, please visit the Ministry of Public Safety and Solicitor General's website.

To maintain their status as a program student, individuals with more than 15 credits must maintain a program and cumulative grade point average (CGPA) of at least 2.0.

## **Practicum regulations**

Acceptance into the Criminal Justice diploma program does not guarantee practicum placement.

The prerequisites for placement in CRIM 281 are:

- CGPA of at least 2.67;
- CRIM 100, 103, 104, 105, and 265;
- CRIM 129 with a grade of B- or better;
- CMNS 125, or ENGL 105 or higher;
- the ability to pass a criminal record check; and
- departmental approval.

Students must complete 200 hours of practicum work in CRIM 281.

Criminal Justice diploma students who meet these requirements must complete CRIM 281 for the diploma. Students who do not meet the requirement for CRIM 281 must take six lower level credits of CRIM electives in place of CRIM 281.

### **200 level electives (select 3)**

[CRIM 210 \(Youth Crime and the Youth Justice System in Canada\)](#)

[CRIM 211 \(Indigenous Peoples, Crime and Criminal Justice\)](#)

[CRIM 212 \(Women, Crime and Criminal Justice\)](#)

~~[CRIM 240 \(Comparative Criminal Justice Systems\)](#)~~

~~[CRIM 251 \(Law Enforcement in Canada\)](#)~~

~~[CRIM 252: \(Corrections in Canada\)](#)~~

~~The Career Development Coordinator will work collaboratively with each student to identify practicum sites that respond to individual learning interests and that provide criminal justice learning opportunities.~~

~~Practicums are offered throughout the region of the Fraser Valley and Metro Vancouver, although other placement sites may be considered. Students are responsible for transportation to and from practicum sites. Students are also responsible for maintaining suitable personal appearance.~~

~~The Criminal Justice diploma program must approve any agency or institution that provides placements for student practicums, and reserves the right to change any placement assigned to a student. The student has the right to be informed in writing of the reasons for any change in placement. While the program accepts the responsibility to provide a sufficient number of practicum opportunities to serve the needs of all registered students, a student may be required to withdraw from a practicum course if none of the available practicum agencies will accept that particular student.~~

## ~~Undergraduate continuance~~

~~Academic standing is governed by UFV's [Undergraduate Continuance policy \(92\)](#).~~

~~For assistance, please contact [criminfo@ufv.ca](mailto:criminfo@ufv.ca).~~

## ~~Required to withdraw~~

~~Students who have been Required to Withdraw from UFV under the [Undergraduate Continuance policy \(92\)](#) are subject to re-admission and continuance requirements as listed in the UFV academic calendar. Students are normally only readmitted once to the same program.~~

## ~~Re-taking courses~~



~~The School of Criminology and Criminal Justice does not approve challenge requests from students who are asking to re-take a Criminology/Criminal Justice course. These students must register in, and complete the requirements for a regularly timetabled section of the course.~~

## ~~Auditing courses~~

~~Course audits will be governed by the UFV's **Course Audit Policy (108)**.~~

## ~~Prerequisites~~

~~A prerequisite is a requirement which must be met before a student enters a course or program. A D grade does not, unless stated otherwise, meet a prerequisite requirement. Students who do not have the stated prerequisite courses may not register in a course having these requirements without the permission of the instructor.~~

## ~~Transfer credit~~

~~At least 25% of the course work must be completed at UFV.~~

~~Course withdrawal deadlines follow UFV's Course Withdrawal policy (81).~~

## Program requirements

Upon acceptance to the Criminal Justice diploma program and in accordance with the B.C. Government's Criminal Record Review Act, UFV requires all students to complete a criminal record check through the Ministry of Public Safety and Solicitor General. For clarification and more details, please visit the Ministry of Public Safety and Solicitor General's website.

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- CRIM 129 with a grade of B- or better;
- CMNS 125, or ENGL 105 or higher;

- the ability to pass a criminal record check; and
- departmental approval.

Students must complete 200 hours of practicum work in CRIM 281.

Criminal Justice diploma students who meet these requirements must complete CRIM 281 for the diploma. Students who do not meet the requirement for CRIM 281 must take two 200 level CRIM electives from the following list in place of CRIM 281.

- CRIM 210 (Youth Crime and the Youth Justice System in Canada)
- CRIM 211 (Indigenous Peoples, Crime and Criminal Justice)
- CRIM 212 (Women, Crime and Criminal Justice)
- CRIM 240 (Comparative Criminal Justice Systems)
- CRIM 251 (Law Enforcement in Canada)
- CRIM 252 (Corrections in Canada)

The Career Development Coordinator will work collaboratively with each student to identify practicum sites that respond to individual learning interests and that provide criminal justice learning opportunities.

Practicums are offered throughout the region of the Fraser Valley and Metro Vancouver, although other placement sites may be considered. Students are responsible for transportation to and from practicum sites. Students are also responsible for maintaining suitable personal appearance.

The Criminal Justice diploma program must approve any agency or institution that provides placements for student practicums, and reserves the right to change any placement assigned to a student. The student has the right to be informed in writing of the reasons for any change in placement. While the program accepts the responsibility to provide a sufficient number of practicum opportunities to serve the needs of all registered students, a student may be required to withdraw from a practicum course if none of the available practicum agencies will accept that particular student.

## BCIT Forensic Investigation transfer option

This option of the Criminal Justice diploma is designed primarily for students who wish to transfer directly into the third year of the Bachelor of Technology in Forensic Investigation at BCIT, following completion of their UFV diploma. Students taking this option must choose one of three paths (Economic Crime Studies, Forensic Science Studies, or Computer Crime Studies), each of which provides the prerequisites for a path of study at the upper-level with the BCIT Bachelor of Technology in Forensic Investigation transfer option.

Students considering this option are reminded that they can also enter directly into the third year of the Bachelor Technology in Forensic Investigation with either an **Associate of Science** degree or **Computing Information Systems diploma** from UFV.

Students interested in this transfer option can obtain details from the department.

## Program outline

**Semester I** (see Notes)

| Course   | Title                                       | Credits |
|----------|---------------------------------------------|---------|
| CRIM 100 | Introduction to Criminology                 | 3       |
| CRIM 103 | Introduction to the Criminal Justice System | 3       |
| CRIM 129 | Academic and Professional Development       | 3       |

|                                   |                                                                                                     |                |
|-----------------------------------|-----------------------------------------------------------------------------------------------------|----------------|
| <a href="#">CRIM 201</a> Elective | <a href="#">Physical Fitness Training I</a> <del>Any 100- or 200-level non-criminology course</del> | <del>2</del> 3 |
| SOC 101                           | Introductory Sociology                                                                              | 3              |

**Semester II**

| Course   | Title                                                                                            | Credits |
|----------|--------------------------------------------------------------------------------------------------|---------|
| CRIM 104 | Sociological Explanations of Criminal and Deviant Behaviour                                      | 3       |
| CRIM 105 | Psychological Explanations of Criminal and Deviant Behaviour                                     | 3       |
| PSYC 102 | Introduction to Psychology II (see Note 3)                                                       | 3       |
| Elective | <del>CRIM (see Note 4)</del> One of: CRIM 210, 211, 212, 213, 214, , 216, 240, 250, 251, and 252 | 3       |
| CMNS 125 | Communicating Professionally to Academic and Workplace Audiences                                 |         |

|                |                  |   |
|----------------|------------------|---|
| or ENGL<br>105 | Academic Writing | 3 |
|----------------|------------------|---|

### Semester III

| Course                          | Title                                                                                                             | Credits |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------|---------|
| <del>CRIM 240</del><br>CRIM 135 | <del>Comparative Criminal Justice Systems</del><br>Canadian Law and Legal Institutions                            | 3       |
| <del>or CRIM 251</del>          | <del>Law Enforcement in Canada</del>                                                                              |         |
| <del>or CRIM 252</del>          | <del>Corrections in Canada</del>                                                                                  |         |
| CRIM 265                        | Problem Management Skills for Criminal Justice Interventions                                                      | 3       |
| Elective                        | <del>Any 100-level or higher CRIM or non-CRIM course</del><br>CRIM (see Note 4)                                   | 3       |
| Elective                        | <del>Any 200-level or higher CRIM or non-CRIM course</del><br>Arts (UFV)<br>200 level or higher (non-criminology) | 3       |

|          |                                |   |
|----------|--------------------------------|---|
| CMNS 251 | Professional Report Writing    | 3 |
| or ENGL  | <del>120-17008</del> or higher |   |

### **Semester IV**

| Course                         | Title                                                                                                       | Credits  |
|--------------------------------|-------------------------------------------------------------------------------------------------------------|----------|
| CRIM 220                       | Research Methods in Criminology                                                                             | 3        |
| CRIM 230                       | Criminal Law                                                                                                | 3        |
| CRIM 281                       | Field Work Practicum ( <a href="#">or two-course option, please see practicum regulations for details</a> ) | 6        |
| <del>Or</del>                  | <del><a href="#">Two of: CRIM 210, 211, 212, 213, 214, , 216, 240, 250, 251, and 252</a></del>              |          |
| <a href="#">CRIM 202</a><br>or | <a href="#">Physical Fitness Training II</a>                                                                | <u>2</u> |

|                          |                                                      |                        |
|--------------------------|------------------------------------------------------|------------------------|
| <a href="#">CRIM 203</a> | <a href="#">Peace Officer Use of Force</a>           |                        |
| POSC 110                 | Canadian Politics                                    | 3                      |
| Total                    | <del>(to include CRIM 201 and CRIM 202 or 203)</del> | <del>64</del> <u>1</u> |

Note 1: It is recommended that students planning on completing a Bachelor of Arts (Criminal Justice) degree complete their science requirement in the first two years of the program.

Note 2: Students wanting a Criminal Justice diploma must ~~also~~ complete CRIM 201, and one of CRIM 202 or CRIM 203. CRIM 201 and CRIM 202 cannot be taken concurrently.

Note 3: Students who have successfully completed PSYC 101 prior to acceptance do not need to complete PSYC 102.

~~Note 4: CRIM electives include: CRIM 210, 211, 212, 213, 214, 215, 216, 250, 251, and 252.~~

Note 5: Students should plan their 100- and 200-level electives to ensure they will have the necessary prerequisites for the required 300- and 400-level non-criminology electives ~~if continuing onto the Bachelor of Arts (Criminal Justice) degree.~~

## Duplication of courses

**Course Repeat policy (86):** Students may not register for a course more than twice without the permission of the department head/director for the discipline or their designate. All attempts will be recorded on the transcript, but only the highest grade will be included in the GPA. Transfer courses are considered in the number of attempts. A “W” or “AU” course is not counted as a duplication. Multiple repeats of the same course count as a single duplication.

## Undergraduate continuance

Academic standing is governed by UFV's **Undergraduate Continuance policy (92)**.

For assistance, please contact [criminfo@ufv.ca](mailto:criminfo@ufv.ca).

## Required to withdraw

Students who have been Required to Withdraw from UFV under the **Undergraduate Continuance policy (92)** are subject to re-admission and continuance requirements as listed in the UFV academic calendar. Students are normally only readmitted once to the same program.

## Re-taking courses

The School of Criminology and Criminal Justice does not approve challenge requests from students who are asking to re-take a Criminology/Criminal Justice course. These students must register in, and complete the requirements for a regularly timetabled section of the course.

## Auditing courses

Course audits will be governed by the UFV's **Course Audit Policy (108)**.

## Prerequisites

A prerequisite is a requirement which must be met before a student enters a course or program. A D grade does not, unless stated otherwise, meet a prerequisite requirement. Students who do not have the stated prerequisite courses may not register in a course having these requirements without the permission of the instructor.

## Transfer creditResidency

At least 25% of the course work must be completed at UFV.

## Course withdrawal deadlines

Course withdrawal deadlines follow UFV's Course Withdrawal policy (81).

## Graduation



It is the student's responsibility to ensure all program requirements are met. This should be done by regular consultation with a Criminal Justice Program Advisor. A minimum program and CGPA of 2.0 is required to graduate. For students intending to proceed to the Bachelor of Arts (Criminal Justice) degree, please note that there is a duplication policy which prevents students with more than five course duplications from graduating with a Bachelor of Arts (Criminal Justice) degree.

Candidates who qualify to receive a UFV diploma must be approved by the School of Criminology and Criminal Justice and the Senate. Students must apply for graduation by completing the Graduation Request form available at [ufv.ca/admissions](http://ufv.ca/admissions), or from the Office of the Registrar. We recommend this be done in the first month of the final semester. The final deadline for students who wish to attend the June Convocation ceremony is April 1 of each year, with all program requirements completed by April 30 of each year.

## Course listings

For complete details on courses see the [course descriptions](#) section.

[Return to main Criminology/Criminal Justice page](#)

**Memo for Program Changes**

To: CACC, UEC

From: Samantha Pattridge

Date: December 4, 2017

**Subject: Program change CMNS Minor**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☒ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s):

The lower-level requirements for the minor remain the same, except for two changes. First, we have tidied up the calendar by removing the previously offered CMNS 165. This course has not been offered in more than 10 years. Second, we broadened the selection of lower-level courses students can take in addition to the required courses. The change means that HSER 120 will no longer be used in the CMNS minor, but instead students can take CMNS 140, our new interpersonal communication course, or any other lower-level course. Broadening the options here allows students to begin to customize their minor in preparation for specific upper-level courses.

There are significant changes to the upper-level requirements. The Communications minor was previously attainable with 12 credits at the upper level, which does not fit with the institution's new definition for a minor. To ensure that minor students reached the required 14 credits at the upper level, we added an additional course requirement at the upper level. In addition, we added a required writing-intensive course (one of CMNS 325, 351, 360, or 465) and a required experiential learning course (one of CMNS 412, 430, or 490). For the remaining three courses needed to meet the minor requirements, students can choose from any upper-levels, allowing them to cluster courses according to their interests.

The residency requirement has been changed to reflect the new course requirements at the upper level.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: *no change to program outcomes.*
4. What consideration has been given to indigenizing the curriculum? *All Communications courses have opportunities for indigenization, and the department emphasizes adding indigenous ways of knowing through assignment choices and scenarios, intercultural communication theory, and addition of the Stó:lō acknowledgement to public speaking and other courses.*
5. Will additional resources be required? If so, how will these costs be covered? *No additional resources are required. These courses all exist and are currently run in rotation.*
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? *Students will be required to take one more course to achieve the CMNS minor. We are hopeful that enrolment in the program will remain the same, but it would not be unexpected to see a slight drop in enrolment if some students find they do not have the room in their major for the additional CMNS course.*
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? *Yes, the number of credits has been increased. We will continue to offer the same number of courses in CMNS.*
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.). *There are sufficient seats in existing classes to accommodate this program change. We use program reserves to ensure the minor students have seats each term.*
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. *n/a*
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

## Communications minor

The requirements of the Communications minor are designed to be met within a four-year [Baccalaureate program](#). The Communications minor will provide ~~274-3228~~ credits towards the 120-credit minimum required for a UFV Baccalaureate degree, the balance to come from the declared major, plus electives. Of these credits, ~~152-2016~~ will come from upper-level CMNS courses. Students will be advised to choose a major prior to declaring a minor in Communications. Formal declaration [of the minor](#) will be completed in consultation with the advisor in their discipline, ~~and the Communications department.~~

### Program requirements

#### Lower-level requirements: 12 credits

| Course                                | Title                                                                                                    | Credits      |
|---------------------------------------|----------------------------------------------------------------------------------------------------------|--------------|
| <del>One of:</del>                    |                                                                                                          | <del>3</del> |
| CMNS 125                              | Communicating Professionally to Academic and Workplace Audiences                                         | <del>3</del> |
| <del>CMNS 235</del><br><del>165</del> | <del>Public Speaking</del><br><del>Professional Communication for Kinesiology (previously offered)</del> | <del>3</del> |
| <del>CMNS 251</del><br><del>175</del> | <del>Professional Report Writing</del><br><del>Writing for the Internet</del>                            | <del>3</del> |

|                                                    |                                              |   |
|----------------------------------------------------|----------------------------------------------|---|
| <u>Plus one additional lower-level CMNS course</u> |                                              | 3 |
| <b>One of:</b>                                     |                                              | 3 |
| CMNS 180                                           | Introduction to Intercultural Communications |   |
| CMNS 212/<br>MACS 212                              | Introduction to Media and Public Relations   |   |
| GEOG 257/<br>CMNS 257                              | Environment: Science and Communication       |   |
| CMNS 140                                           | Interpersonal Skills for the Workplace       |   |
| <b>Required:</b>                                   |                                              |   |
| CMNS 235                                           | Public Speaking                              | 3 |

|                     |                                        |              |
|---------------------|----------------------------------------|--------------|
| <del>CMNS 251</del> | <del>Professional Report Writing</del> | <del>3</del> |
|---------------------|----------------------------------------|--------------|

Upper-level requirements: ~~152-2016~~ credits

| <u>Course</u>   | <u>Title</u>                                       | <u>Credits</u> |
|-----------------|----------------------------------------------------|----------------|
| <u>One of:</u>  |                                                    | <u>3-4</u>     |
| <u>CMNS 325</u> | <u>Writing for the Sciences and Technologies</u>   |                |
| <u>CMNS 351</u> | <u>Professional Formal Research Report Writing</u> |                |
| <u>CMNS 360</u> | <u>Advocacy Writing</u>                            |                |
| <u>CMNS 465</u> | <u>Grant and Proposal Writing</u>                  |                |
| <u>One of:</u>  |                                                    | <u>3-4</u>     |

|                                                                       |                                                             |                             |
|-----------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------|
| <a href="#"><u>CMNS 412</u></a>                                       | <a href="#"><u>Communications Practicum</u></a>             |                             |
| <a href="#"><u>CMNS 430</u></a>                                       | <a href="#"><u>Communication for Project Management</u></a> |                             |
| <a href="#"><u>CMNS 490</u></a>                                       | <a href="#"><u>Directed Studies in Communication</u></a>    |                             |
| <a href="#"><u>Plus three additional upper-level CMNS courses</u></a> |                                                             | <a href="#"><u>9-12</u></a> |

~~Four upper-level Communications courses, one of which must be a 400-level course.~~

## Residency

Of the courses for the minor, 50% must be completed at UFV, to include at least ~~two upper-level courses, one of which must be a 400-level course~~ [three of the required upper-level courses](#) [requirements](#).

## PLAR

A maximum of two upper-level courses for the minor, ~~excluding the 400-level course requirement,~~ may be completed through PLAR.

## Course listings

For complete details on courses see the [course descriptions](#) section. ~~All Communications and Critical Analysis and Study Methodology courses require some proficiency with email, web-based research, and word-processing packages.~~ Many Communications courses are offered in a number of

formats including online, hybrid, and face-to-face. Students should check before registration that the course is offered in a manner that suits their learning style.





## **MEMORANDUM**

**To:** UEC Screening Committee  
**From:** John English, Dean - Faculty of Applied & Technical Studies  
**Date:** November 10, 2017  
**Subject:** ENTRANCE REQUIREMENTS FOR TRADES PROGRAMS

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The Applied & Technical Studies Curriculum Committee reviewed the proposed program changes to the entrance requirements and reported to the Applied & Technical Studies Faculty Council.

The Applied & Technical Studies Faculty Council met on November 9, 2017 and passed the following motion:

**N. Barker/T. Baumann**

THAT, the recommendation submitted by the Curriculum Committee to reinstate Communications 12 as an option to English 12 be accepted as an entrance requirement for the following trades programs:

Plumbing, Carpentry, Joinery, Welding, Professional Cook, Automotive Service Technician, and Automotive Collision Repair & Finish.

**CARRIED**

As Dean of the Faculty of Applied & Technical Studies I accept their recommendation and forward it to the UEC Screening Committee for consideration.



October 15, 2017

To UEC,

The Faculty of Applied & Technical Studies would like to request a change in entrance requirements.

This change is relevant to the following programs:

Plumbing  
Carpentry  
Joinery  
Welding  
Professional Cook  
Automotive Service Technician,  
Automotive Collision Repair & Refinish  
Aircraft Structures Technician

The request is to reinstate Communications 12 as an option to English 12 as an entrance requirement.

There have been a great number of high school students who have, and continue to take, Com 12 rather than English 12. With the delay of Com 12 being discontinued as part of the new curriculum in the secondary school system, we anticipate that students will be coming to us for some time in the future with Com 12. We have experienced complexities and inconveniences in the acceptance process, and believe it would simplify students meeting program requirements. We would like to allow Communications 12 as an acceptable entrance requirement for the above programs.

The programs listed above do not include UFV CMNS courses that would have English 12 as a prerequisite. Programs within Applied & Technical Studies that include CMNS courses will continue to have English 12 as an entrance requirement and will not accept Com12.

The UFV Calendar should read as follows with change underlined and in red:

#### STANDARD LANGUAGE AROUND ENTRANCE FOR TRADES

- B.C. secondary school graduation **or** equivalent **or** mature student status (age 19 years +); **and**
- Successful completion of any Mathematics 10 (or higher grade) or equivalent with a C grade or better; Foundations of Mathematics, Pre-calculus, Apprenticeship and Workplace Mathematics, MATH 072 or MATH 076; **or** successful completion of a UFV trades math entrance exam; **and**
- Successful completion of English 12 **or** Communications 12 **or** equivalent (English Literature 12, English 12 First Peoples, International baccalaureate English A (standard level or higher level), Advanced Placement English.) with a C grade, OR
  - UFV Accuplacer Reading comprehension score of 80 or better, together with Accuplacer WritePlacer score of 5 or better on the 8-point scale.

- UFV CPT (Composition Placement Test) – score of 41 or higher,
- TOEFL iBT score of 80 with no section below 19, or
- Completion of any other test score or course grade listed in the Entry-level Post-secondary [English language proficiency standards](#).

**Note:** Students who have not been in any schooling for more than 3 years are strongly advised to take the recommended mathematics assessment test to determine level of preparedness. The assessment test may identify areas that require strengthening to optimize the opportunities for program success. In most cases, upgrading can be taken simultaneously with the program.

**Memo for Course Changes**

To:

From: **Department of Social, Cultural, and Media Studies, Anthropology Caucus**

Date: November 7, 2017

**Subject: Proposal for revision of Discontinuation of Anthropology 471**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: **Discontinuation of course**

2. Rationale for change: **As part of our Departmental review, Anthropology faculty, in consultation with the Dean's office, resolved to focus and pare down our offerings to eliminate courses that were not being taught regularly. As ANTH 471 has never been taught, we've decided to strike it from the calendar.**

- 3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):
- 4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
- 5. Which program areas have been consulted about the change(s)?
- 6. What consideration has been given to indigenizing the curriculum?
- 7. If this course is not eligible for PLAR, explain why:
- 8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
10. Estimate of the typical costs for this course, including textbooks and other materials:

**Memo for Course Changes**

To: UEC Screening Committee

Cc: Nicole Adams  
Mark Brosinski

From: Sue Brigden, Dean, Access and Continuing Education (on behalf of the Upgrading and University Preparation department)

Date: January 10, 2018

**Subject: Proposal for revision of BIO 093, CHEM 083, PHYS 083, PHYS 093**

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1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☒ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

Beginning Fall 2016, the Upgrading and University Preparation (UUP) department took responsibility for several Adult Basic Education (ABE) courses that, up until Summer 2016, had been offered by three departments in the Faculty of Science: BIO 093 (Biology Department); CHEM 083 (Chemistry Department); and PHYS 083 & 093 (Physics Department). The credits attached to these courses by the Faculty of Science is 4 credits, which does not align with the credits assigned to other ABE courses offered by the UUP department. UUP ABE courses with 90 hours of contact time in a semester have 3 credits attached to them. The UUP department wants to reduce the number of credits assigned to these courses from 4 to 3 so they have the same credit value as all other 90-hour ABE courses taught by the UUP Department.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

N/A

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

N/A

5. Which program areas have been consulted about the change(s)?  
N/A
6. What consideration has been given to indigenizing the curriculum?  
N/A
7. If this course is not eligible for PLAR, explain why:  
N/A
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value:  
The credit value will not affect the department's budget, as these courses are tuition-free.
  - b. Frequency of offering  
N/A
  - c. Resources required (labs, equipment)  
N/A
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?  
N/A
10. Estimate of the typical costs for this course, including textbooks and other materials:  
N/A



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1988  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED** (six years after UEC approval): June 2022  
**Course outline form version:** 10/27/2017

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|----|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> BIO 093                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                     |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Full Title:</b> Pre-College Biology II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Short Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                    |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Calendar Description:</b><br>Mammalian organ systems will be studied in detail. Organic and basic chemical processes will be used as a basis of study for the organ systems investigated. Laboratory skills are developed in a series of laboratory sessions designed to enhance the learning outcomes associated with the lecture material.                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | One of the following: (Biology 12 with a C- or better) or (BIO 083 or BIO 11 with a C+ or better). Note: Chemistry 11 or CHEM 083, and/or Principles of Mathematics 11, Applications of Mathematics 11, Foundations of Mathematics 11, Pre-calculus 11, or MATH 085 are highly recommended.                                |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | NONE                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | NONE                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> )<br>Former course code/number: N/A<br>Cross-listed with: N/A<br>Dual-listed with: N/A<br>Equivalent course(s): N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Special Topics</b><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: right;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: right;">45</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: right;"><b>90</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                      | 45 | Tutorials/workshops |  | Supervised laboratory hours | 45 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>90</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 45        |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 45        |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>90</b> |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Expected Frequency of Course Offerings:</b><br>Every semester                                                                                                                                                                                                                                                           |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> January 10, 2018                                                                                                                                                                                                                                                                                     |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                  |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                  |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |



**Learning Outcomes:**

**Human Biology:**

**A. Cell Biology**

- Explain the role of molecules, including water, carbohydrates, proteins, lipids, and nucleic acids
- Describe major structures and functions of cells and their components, including the basic mechanisms of protein synthesis, the basic mechanisms of membrane transport, and the basic mechanisms of DNA replication
- Describe the role of enzymes and their importance to cellular processes
- Outline the processes of cellular respiration
- Describe and compare mitosis and meiosis

**B. Genetics**

- Describe the principles of inheritance
- Solve basic genetics problems
- Describe the role of DNA

**C. Human Biology**

- Apply the concept of homeostasis
- Demonstrate knowledge of integration of tissues, organs, and systems
- Identify structures and describe functions of at least six of the following:
  - Skeleto-muscular system
  - Digestive system
  - Cardiovascular system
  - Blood and immunity
  - Respiratory system
  - Endocrine system
  - Nervous and sensory system
  - Excretory system
  - Reproductive system

**Options**

The following topics may be included:

- Bioethics
- Biotechnology
- Cancer
- Human development
- Local topics
- Nutrition
- Photosynthesis
- Public health issues

**Laboratory Skills**

All biology courses must include a minimum of seven dedicated laboratory and /or fieldwork activities, wherein biology learners will:

- Write a formal lab report
- Demonstrate familiarity with common lab and field equipment and its use
- Conduct lab and field procedures safely and ethically
- Demonstrate microscope skills
- Collect and record data effectively
- Analyze and interpret data collected
- Communicate results and conclusions

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures, demonstrations, small group discussion, student participatory activities, laboratory sessions (3hrs/week), MS PowerPoint slides, overhead transparencies, and audiovisual presentations will be used to present the course material.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials**

|           | <b>Author (surname, initials)</b> | <b>Title (article, book, journal, etc.)</b> | <b>Current ed.</b>       | <b>Publisher</b> | <b>Year</b> |
|-----------|-----------------------------------|---------------------------------------------|--------------------------|------------------|-------------|
| <b>1.</b> | Mader                             | Inquiry Into Life                           | 14                       | McGraw Hill      | 2015        |
| <b>2.</b> |                                   | BIO 093 Lab Manual UFV course pack          | <input type="checkbox"/> |                  | 2015        |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

Lab coats

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30% | Assignments: | %   | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 20% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 15% | Lab work:    | 35% | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**
**Lecture Topics:**

- Scientific Method
- Classification of Life
- Energy and laws of thermodynamics
- Measurement and the metric system
- Basic Chemistry
- Organic Chemistry (the 4 basic types of macromolecules)
- Cell Structure and Function
- Cell Membranes
- Cell Cycle and Mitosis
- Photosynthesis
- Enzymes
- Cellular Respiration
- Human Organization
- Homeostasis
- Musculoskeletal System
- Digestion
- Nutrition
- Cardiovascular system
- Blood
- Respiratory System
- Excretory System
- Immune System
- Meiosis
- Genetics, including basic problem solving
- DNA Structure and Protein Synthesis
- Cancer

**Laboratory Topics** (at least 7 labs will typically be chosen). Examples include:

- Microscopy and measurement
- pH and Buffers
- Osmosis
- Cell Structure
- Organic Chemistry
- Cell Cycle and Mitosis
- Mammalian Tissues
- Digestive and Skeletal Systems
- Blood and Circulatory System
- Respiratory, Reproductive and Excretory Systems
- Meiosis and Genetics



**ORIGINAL COURSE IMPLEMENTATION DATE:** 1993  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED** (six years after UEC approval): June 2022  
**Course outline form version:** 10/27/2017

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|----|-----------------------------|----|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CHEM 083                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                     |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Full Title:</b> Preparatory College Chemistry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Short Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                    |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Calendar Description:</b><br>Introduction to chemistry for students who wish to prepare for entry into first-year courses in sciences, health sciences, or technology. Atomic structure, stoichiometry, and chemical properties of the elements are emphasized. Laboratory work is closely related to material covered in lectures.                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | Science 10. Note: One of Principles of Mathematics 11, Applications of Mathematics 11, Foundations of Mathematics 11, Pre-calculus 11, or MATH 085 is highly recommended.                                                                                                                                                  |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | NONE                                                                                                                                                                                                                                                                                                                       |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                       |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> )<br>Former course code/number: N/A<br>Cross-listed with: N/A<br>Dual-listed with: N/A<br>Equivalent course(s): N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Special Topics</b><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td></td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">66</td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">24</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>90</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                      |  | Tutorials/workshops | 66 | Supervised laboratory hours | 24 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>90</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 66        |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 24        |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>90</b> |                                                                                                                                                                                                                                                                                                                            |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                       |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Expected Frequency of Course Offerings:</b><br>Every semester                                                                                                                                                                                                                                                           |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> January 10, 2018                                                                                                                                                                                                                                                                                     |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                  |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                  |  |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- A. Measurement
  - Demonstrate the concepts of precision and accuracy and how they differ, utilizing significant figures
  - Perform calculations using scientific notation
  - Perform conversions with the SI system
- B. Properties of Substances
  - Differentiate between the phases of matter
  - Identify chemical or physical properties of substances
  - Describe Dalton's Atomic Theory and the Law of Constant Composition
- C. Periodic Trends
  - Use the periodic table to determine atomic composition of isotopes
  - Use the periodic table to predict electron arrangement of chemical families in order to predict trends in ion charge, reactivity, ionization energy, electronegativity, atomic radii, and ionic radii
- D. Atomic Structure
  - Analyze the historical development of atomic theory
  - Describe the Bohr and Wave Mechanical model of the atom and cite evidence for these models including absorption and emission spectra and their use in modern technology
- E. Mole Concept
  - Define a mole and its significance
  - Perform calculations including molar and formula mass, mole to mass conversions, and percent composition by mass of compounds
- F. Bonding
  - Define covalent and ionic bonding
  - Construct the formulas of compounds
  - Use electronegativity to predict bond types
  - Draw Lewis structures, predict molecular shapes, and determine polarity
- G. Nomenclature
  - Write names for compounds given the formulae and write formulae for compounds given the names for the following types of compounds:
    - Covalent compounds
    - Ionic compounds
    - Compounds containing polyatomic ions
    - Compounds containing transition metals
    - Acids
- H. Chemical Reactions
  - Balance equations
  - Classify and predict single and double replacement reactions, combustion reactions, and acid- base neutralizations
  - Classify synthesis, decomposition, exothermic and endothermic reactions
  - Perform stoichiometric calculations including mass-to-mass, limiting reagent, and percent yield
- I. Solutions
  - Predict solubility and conductivity of polar and non-polar compounds
  - Define Arrhenius acids and bases
  - Relate the pH scale to acids and bases
  - Perform calculations involving dilutions
  - Perform stoichiometric calculations involving solutions including titrations
- J. Organic Chemistry
  - Classify substances as organic
  - Differentiate the various types of bonding between carbon atoms
  - Write names and draw structures of hydrocarbons
  - Categorize organic compounds based on their functional groups

Options may include additional organic chemistry, nuclear chemistry, gas laws, and environmental ethics.

**Laboratories**

Chemistry laboratories are an essential component of the study of chemistry. During laboratories, students reinforce theory through practice. Laboratories develop skills in safety, procedures, techniques, data collection, analysis, and communication.

In the laboratory exercises, students will:

- List the safety and protective equipment available in a laboratory setting
- Demonstrate the appropriate procedures and techniques for dealing with particular hazards and hazardous materials
- Follow instructions and procedures
- Handle appropriate equipment for measuring mass, volume, and temperature
- Prepare solutions
- Perform titrations
- Collect and record data effectively
- Analyze and interpret data

**CHEM 083**
**University of the Fraser Valley Official Undergraduate Course Outline**

Page 3 of 3

- Communicate results and conclusions

A minimum of eight labs are to be completed covering the core concepts

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Presentation of the course will be by interrelated theory classes, discussion periods, and laboratory sessions.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials**

| Author | Title (article, book, journal, etc.)                                      | Current ed.              | Publisher | Year |
|--------|---------------------------------------------------------------------------|--------------------------|-----------|------|
| 1. TRO | Introductory Chemistry Essentials Plus Mastering Chemistry Access Card Ed | 5                        | Pearson   | 2014 |
| 2.     | CHEM 083 Course Materials                                                 | <input type="checkbox"/> | UFV CP    | 2016 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

Lab coat

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30% | Assignments: | 10% | Field experience: | % | Portfolio: | %    |
| Quizzes/tests: | 40% | Lab work:    | 20% | Shop work:        | % | Total:     | 100% |

**Typical Course Content and Topics**
**Unit 1: Introduction to Chemistry**

Course outline, brief historical perspective of chemistry. The scientific method. Scientific mathematics - a review of basic math. Measurement of mass, volume, density and temperature. Units and significant figures. SI system and exponential notation. Conversion factor method.

**Unit 2: Properties of Matter**

Classification of matter. Physical and chemical changes. Homogeneous and heterogeneous mixtures. Conservation of energy.

**Unit 3: Atoms and Molecules**

Names and symbols of elements. Compounds, their composition, names, and formulae. Metals and non-metals. Chemical equations.

**Unit 4: Stoichiometry and the Mole**

The mole. Percentage composition, empirical and molecular formulae. Mole-mole, mole-mass and mass-mass calculations using stoichiometric equations. Calculations involving a limiting reagent. Molarity calculations.

**Unit 5: Atomic Structure**

The atom and fundamental particles. Isotopes and atomic mass. Energy levels, quantum numbers and electron configurations.

**Unit 6: Chemical Families**

Classification of elements in the Periodic Table and the relationship between position in the table, electron configuration, and physical and chemical properties.

**Unit 7: Compounds and Bonding**

Lewis electron-dot representations of atoms and molecules. Ions, oxidation numbers and simple oxidation/reduction reactions.

**Unit 8: Organic Chemistry**

Bonding in organic molecules. Alkanes, alkenes and alkynes. Naming and isomerism. Simple organic reactions. Polymers.

Laboratory Experiments (8 or 9 labs will typically be chosen). Examples include:

- Measurements
- Separating Mixtures
- Water of Hydration
- Recycling Copper
- The Reaction Between Iron and Copper Sulphate
- The Copper-Silver Nitrate Reaction
- Acid-base Titrations: The Percentage of Acetic Acid in Vinegar
- Periodic Trends in Properties
- Organic Chemistry
- Determination of the Molar Mass of an Unknown Acid
- Determination of the Percentage Oxygen in Potassium Chlorate
- Conservation of Mass



**ORIGINAL COURSE IMPLEMENTATION DATE:** April 1999  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED** (six years after UEC approval): June 2022  
**Course outline form version:** 10/27/2017

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|----|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Code and Number:</b> PHYS 083                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Course Full Title:</b> Preparatory University Physics I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Course Short Title:</b> Pre. University Physics I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Calendar Description:</b><br>This is a university preparatory course equivalent to the Physics 11 course taught in B.C. high schools. Successful completion of this course provides the prerequisites to enroll in PHYS 101 at UFV. No prior knowledge of physics is needed. This course covers the main concepts in mechanics and optics.<br><br>Note: Students with credit for PHYS 083 cannot take PHYS 100 for further credit.                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NONE                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NONE                                                                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | One of the following: MATH 084, MATH 085, Principles of Mathematics 11 or 12, Applications of Mathematics 11 or 12, Foundations of Mathematics 11 or 12, Pre-calculus 11 or 12, or Apprenticeship and Workplace Math 11 or 12.<br><br>Note: Students with other Mathematics 11 or 12 courses, or who are currently enrolled in a Mathematics 11 course, may contact the instructor to request permission to register. |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> )<br>Former course code/number: N/A<br>Cross-listed with: N/A<br>Dual-listed with: N/A<br>Equivalent course(s): PHYS 100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Special Topics</b><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes,      repeat(s) <input type="checkbox"/> Yes, no limit                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>90</b></td> </tr> </table> | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                 | 45 | Tutorials/workshops |  | Supervised laboratory hours | 45 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>90</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 45                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 45                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>90</b>                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Expected Frequency of Course Offerings:</b><br>Annually                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Date approved:</b> January 10, 2018                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                         |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- A. Measurement
  - Solve problems involving SI units
  - Maintain the correct number of significant numbers in calculations
  - Use uncertainties in measurement
- B. Kinematics
  - Use the language and concepts of kinematics to describe motion
  - Analyze and solve kinematics in one dimension
  - Construct and interpret displacement versus time curves
  - Construct and interpret velocity versus time graphs
  - Solve problems involving uniform acceleration
- C. Dynamics
  - Use the language and concepts of dynamics to describe forces and energy
  - Analyze and solve dynamics in one dimension using free body diagrams
  - Apply Newton's laws of motion in one dimension
  - Solve problems involving:
    - Friction forces
    - Gravity forces including Newton's Law of Universal Gravitation
    - Elastic forces
  - Analyze and solve problems in kinetic and potential energy
  - Analyze and solve problems in energy conservation
  - Solve problems involving work and power
  - Solve problems involving impulse and conservation of momentum in one dimension.
- D. Electricity
  - Use the language and concepts of electricity to describe electrical phenomena
  - Analyze and solve problems using Coulomb's law
  - Analyze and solve problems involving Ohm's law
  - Define and distinguish between electric potential difference, resistance and current
  - Solve simple DC resistance problems involving series, parallel and combination circuits
- E. Heat
  - Use the language and concepts of thermodynamics to describe the transfer of heat energy
  - Define and distinguish between temperature, heat energy and specific heat capacity
  - Analyze and solve problems in heat energy
  - Demonstrate an understanding of the different mechanisms of heat transfer

**Options:**

The following topics may be useful to students going on to further physics courses:

- Wave phenomena applied to light and sound
- Atomic and nuclear physics
- Modern physics

**Laboratories:**

There should be one laboratory from each topic and a minimum of seven laboratories. Laboratory skills must include:

- Collecting data through observation:
  - Record a measurement to the appropriate level of precision
  - Recognize that all measured values have an uncertainty
- Constructing graphs:
  - Choose appropriate scales
  - Determine line of best fit
  - Label correctly
- Drawing conclusions from observations and data:
  - Identify and discuss sources of error
  - Calculate and interpret the slope of a line
  - Relate conclusion to objectives
- Calculating experimental error:
  - Determine % error and % difference where appropriate
- Completing formal lab reports

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

The course will be presented using a variety of techniques: classroom lectures, laboratory experiments, activities, films, and demonstrations.  
Close coordination will be maintained between the theoretical and laboratory work.  
Weekly assignments will be used to evaluate the rate of learning and the depth of the student's comprehension.  
Seven classes will consist of three hour sessions dedicated to formal labs during the semester.  
Regular class sessions will also consist of lab related demonstrations and activities.  
The experiments will be used to interact with the students on a more personal level. This time can be used to give individual help.

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials**

| Author (surname, initials) | Title (article, book, journal, etc.)                                                                                                    | Current ed.              | Publisher | Year |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|------|
| 1.                         | <a href="https://www.openstaxcollege.org/textbooks/college-physics-ap">https://www.openstaxcollege.org/textbooks/college-physics-ap</a> | <input type="checkbox"/> |           |      |
| 2.                         |                                                                                                                                         | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30% | Assignments: | 10% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 20% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 30% | Lab work:    | 10% | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

**A. Part 1: Kinematics and Dynamics**

1. Introduction
  - a. Measurement
  - b. Unit systems
  - c. Mathematics with powers of ten
  - d. Prefixes
2. Collecting Data, Analysis of Data, and Graphing
  - a. Common Graph shapes and their analysis
  - b. Presenting data tables
  - c. The making of some easy kinematic graphs
  - d. Slopes
3. Kinematics
  - a. Analysis of position (x) vs. time (t) graphs
  - b. Analysis of speed (v) vs time (t) graphs
  - c. Develop the kinematic equations
  - d. Using the three standard kinematic equations
4. Vectors (Graphical Method Only)
  - a. Drawing and Labelling
  - b. Addition
  - c. Subtraction
  - d. Relative velocities
  - e. Circular motion (graphical)
5. Dynamics and Kinematics
  - a. Newton's Laws
  - b. Translational Motion with applied forces
  - c. Centripetal Force
6. Conservation Laws (1 Dimension only)
  - a. Energy and Work
  - b. Momentum

**B. Part 2: Optics**

7. Light
  - a. Properties
  - b. Historical Significance
8. Reflection and Image Formation
  - a. Laws of Reflection
  - b. Plane Mirrors
  - c. Parabolic Mirrors



- 9. Refraction and Image Formation
  - a. Snell's Law
  - b. Convex Lenses
  - c. Concave Lenses
  - d. Colour
- 10. Diffraction and Interference (optional)
  - a. Adding Waves
  - b. Two slit diffraction
  - c. Single slit diffraction
  - d. Parallel Plate Interference
- 11. Models of Light (optional)
  - a. Particle Model
  - b. Wave Model

**Laboratories:**

There should be at least one laboratory from each of the following core topics and a minimum of seven laboratories.

- A. Measurement
- B. Kinematics
- C. Dynamics
- D. Electricity
- E. Heat



**ORIGINAL COURSE IMPLEMENTATION DATE:** December 1996  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2023  
**Course outline form version:** 10/27/2017

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|---|-----------------------------|----|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PHYS 093                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                     |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Full Title:</b> Preparatory University Physics II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Short Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                    |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Calendar Description:</b><br>This university preparatory course, which is equivalent to B.C. Physics 12, covers mechanics, electrostatics, electromagnetism, and waves and optics.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | (One of Applications of Mathematics 11, Principles of Mathematics 11, Pre-Calculus 11, Foundations of Mathematics 11, MATH 084, or MATH 085) and (one of Physics 11, PHYS 083, or PHYS 100).                                                                                                                               |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | NONE                                                                                                                                                                                                                                                                                                                       |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | NONE                                                                                                                                                                                                                                                                                                                       |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> )<br>Former course code/number: N/A<br>Cross-listed with: N/A<br>Dual-listed with: N/A<br>Equivalent course(s): N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Special Topics</b><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: right;">60</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: right;">9</td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: right;">21</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: right;"><b>90</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                      | 60 | Tutorials/workshops | 9 | Supervised laboratory hours | 21 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>90</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 60        |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 9         |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 21        |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>90</b> |                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                       |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Expected Frequency of Course Offerings:</b><br>Annually                                                                                                                                                                                                                                                                 |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> January 10, 2018                                                                                                                                                                                                                                                                                     |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                  |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                  |    |                     |   |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- A. Kinematics in Two Dimensions
  - Use the language and concepts of kinematics to describe motion in two dimensions
  - Resolve, add and subtract vectors
  - Analyze and solve kinematical problems in two dimensions
- B. Dynamics in Two Dimensions
  - Use the language and concepts of dynamics to describe forces, energy and momentum
  - Analyze and solve problems involving dynamics in two dimensions using free body diagrams
    - o Two-dimensional equilibrium – translational and rotational
    - o Momentum conservation in two dimensions: elastic and inelastic collisions
    - o The Work-Energy theorem and energy conservation
    - o Uniform circular motion
- C. Electrostatics
  - Use the language and concepts of physics to describe electrostatic phenomena
  - Analyze and solve electrostatic force and electric field problems in two dimensions
  - Analyze and solve electric potential and electric potential energy problems
- D. Electromagnetism
  - Use the language and concepts of physics to describe electromagnetic phenomena
  - Analyze and solve problems involving magnetic forces and magnetic fields in two dimensions
  - Analyze and solve problems involving electromagnetic induction – Faraday's Law and Lenz's law
  - Describe devices that operate using electromagnetic induction
- E. Waves and Optics
  - Use the language and concepts of physics to describe wave phenomena
  - Define and distinguish between amplitude, wavelength, frequency, wave speed and period
  - Analyze and solve problems involving wave phenomena – refraction, reflection, total internal reflection
  - Describe various wave phenomena and the conditions which produce them
  - Construct ray diagrams for optical systems involving mirrors and lenses

**Laboratories:**

There will be one laboratory from each topic and a **minimum** of seven laboratories. Successful students will be able to:

- Collect data through observation:
  - Record a measurement to the appropriate level of precision
  - Recognize that all measured values have an uncertainty
- Construct graphs:
  - Choose appropriate scales
  - Determine line of best fit
  - Label correctly
- Draw conclusions from observations and data:
  - Identify and discuss sources of error
  - Calculate and interpret the slope of a line
  - Relate conclusion to objectives
- Calculate experimental error:
  - Determine % error and % difference where appropriate
- Complete formal lab reports

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

The course will be presented using a variety of techniques: classroom lectures; laboratory experiments; activities; films; and demonstrations.

Close coordination will be maintained between the theoretical and laboratory work.

Weekly assignments will be used to evaluate the rate of learning and the depth of the student's comprehension.

The labs will be integrated into the class schedule.

Regular class sessions will also consist of lab related demonstrations and activities.

The experiments will be used to interact with the students on a more personal level. This time can be used to give individual help.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials**

|    | Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.              | Publisher | Year |
|----|----------------------------|--------------------------------------|--------------------------|-----------|------|
| 1. | Wilson, Buffa, Lou         | College Physics                      | <input type="checkbox"/> | Pearson   | 2009 |
| 2. | Urone, Hinrichs            | College Physics                      | <input type="checkbox"/> | Openstax  | 2016 |

**PHYS 093**

**University of the Fraser Valley Official Undergraduate Course Outline**

**Page 3 of 3**

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

Scientific calculator

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30% | Assignments: | 10% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 20% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 20% | Lab work:    | 20% | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

- Kinematics in Two Dimensions
- Dynamics in Two Dimensions
- Electrostatics
- Electromagnetism
- Waves and Optics

**Memo for Course Changes**

To: UEC Screening Committee

Cc: Nicole Adams  
Mark Brosinski

From: Sue Brigden, Dean, Access and Continuing Education (on behalf of the Upgrading and University Preparation department)

Date: January 10, 2018

**Subject: Proposal for revision of MATH 094 and MATH 095**

---

1. Summary of changes (select all that apply):
  - ☐ Six-year review
  - ☐ Number and/or course code
  - ☒ Credits and/or total hours
  - ☐ Title
  - ☐ Calendar description
  - ☐ Prerequisites and/or co-requisites
  - ☐ Frequency of course offering
  - ☐ Learning outcomes
  - ☐ Delivery methods and/or texts and resource materials
  - ☐ PLAR options, grading system, and/or evaluation methods
  - ☐ Discontinuation of course
  - ☐ Other – Please specify:
2. Rationale for change:
3. Beginning Fall 2016, the Upgrading and University Preparation (UUP) department took responsibility for two Adult Basic Education (ABE) mathematics courses that, up until Summer 2016, had been offered by the Mathematics & Statistics department in the Faculty of Science: MATH 094 & 095. The credits attached to these courses by the Faculty of Science is 4 credits, which does not align with the credits assigned to other ABE courses offered by the UUP department. UUP ABE courses with 90 hours of contact time in a semester have 3 credits attached to them, while ABE courses with 45 hours of contact have 1.5 credits. Given that the contact time for each of these courses is 60 hours, the UUP department wants to reduce the number of credits assigned to these courses from 4 to 2 so they align with other ABE courses taught by the UUP Department.
4. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):  
N/A
5. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?  
N/A
6. Which program areas have been consulted about the change(s)?  
N/A
7. What consideration has been given to indigenizing the curriculum?  
N/A

8. If this course is not eligible for PLAR, explain why:  
N/A
9. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value:  
The credit value will not affect the department's budget, as these courses are tuition-free.
  - b. Frequency of offering  
N/A
  - c. Resources required (labs, equipment)  
N/A
10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?  
N/A
11. Estimate of the typical costs for this course, including textbooks and other materials:  
N/A



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1995  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED** (six years after UEC approval): January 2021  
**Course outline form version:** 10/27/2017

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MATH 094                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Number of Credits:</b> 2 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Full Title:</b> Introduction to College Math I<br><b>Course Short Title:</b> Intro to College Math II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Calendar Description:</b><br>Manipulation of algebraic expressions; zeroes of quadratic and polynomial functions; equations involving rational exponents, radicals, rational functions, and absolute values. Functions, with emphasis on notation, graphing, transformations, inverses, and compositions. Nonlinear systems and complex numbers. Applications include optimization, motion, and area problems.<br><br>Note: This course, followed by MATH 095, is recommended for students intending to major in a science, engineering, or technology program who do not have the required Grade 12 math prerequisites. MATH 094 and MATH 095 are together equivalent to provincial Mathematics 12 and they provide the foundation for calculus courses. |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | One of the following: (Principles of Mathematics 12 or Pre-calculus 12) or (C or better in Principles of Mathematics 11, Pre-calculus 11, MATH 085, or Applications of Mathematics 12) or (B or better in Foundations of Mathematics 12).                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | NONE                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | NONE                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> )<br>Former course code/number: N/A<br>Cross-listed with: N/A<br>Dual-listed with: N/A<br>Equivalent course(s): N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Special Topics</b><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">60</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>60</b></td> </tr> </table>                                                                                                          |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                      | 60 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>60</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 60        |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>60</b> |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Expected Frequency of Course Offerings:</b><br>Annually: Fall                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> January 10, 2018                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |

**MATH 094**

**University of the Fraser Valley Official Undergraduate Course Outline**

Page 2 of 3

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

1. utilize their algebraic skills in manipulating algebraic expressions
2. solve linear, quadratics, and absolute value equations and nonlinear systems of equations
3. find solutions for linear, quadratic, absolute value, and rational inequalities
4. recognize, formulate, solve, and interpret a variety of applied problems
5. solve problems using the language of functions as required for the study of calculus
6. use technology to enhance their understanding of topics represented by graphs
7. graph and analyze polynomial and rational functions

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures mixed with problem sessions. Graphing calculators are used to aid in the understanding of topics.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials**

| Author (surname, initials)   | Title (article, book, journal, etc.) | Current ed.              | Publisher      | Year |
|------------------------------|--------------------------------------|--------------------------|----------------|------|
| 1. Bittinger, Beecher, et al | Algebra & Trig, Graphs & Models      | 5 <sup>th</sup>          | Addison Wesley | 2006 |
| 2.                           |                                      | <input type="checkbox"/> |                |      |
| 3.                           |                                      | <input type="checkbox"/> |                |      |
| 4.                           |                                      | <input type="checkbox"/> |                |      |
| 5.                           |                                      | <input type="checkbox"/> |                |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

A graphing calculator (without a computer algebraic system)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Assignments: | 15% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 15% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 30% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

1. Basic algebra skills:
  - a) Exponents
  - b) Factoring
  - c) Rational expressions
  - d) Radicals
2. Solutions of equations:
  - a) Linear
  - b) Quadratic
  - c) Rational
  - d) Radical
  - e) Absolute value
  - f) Nonlinear systems
3. Functions:
  - a) Notation
  - b) Evaluation
  - c) Transformations
  - d) Domain and range
  - e) Compositions
  - f) Inverses
  - g) Linear and quadratic applications
4. Graphing, use of technology to aid in graphing and in interpreting graphs:
  - a) Linear functions
  - b) Quadratic functions



- c) Rational functions
- 5. Applications:
  - a) Uniform motion
  - b) Geometric
  - c) Optimization



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1995  
**REVISED COURSE IMPLEMENTATION DATE:** September 2018  
**COURSE TO BE REVIEWED** (six years after UEC approval): January 2021  
**Course outline form version:** 10/27/2017

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MATH 095                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 2 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Full Title:</b> Introduction to College Math II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Course Short Title:</b> Intro to College Math II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Calendar Description:</b><br>MATH 094 and MATH 095 are together equivalent to provincial Mathematics 12. Logarithmic and exponential functions, trigonometric functions, and geometric and arithmetic sequences and series and as time permits binomial theorem, matrices, and vectors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | MATH 094 with a C or better.                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | NONE                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | NONE                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Antirequisite Courses</b> ( <i>Cannot be taken for additional credit.</i> )<br>Former course code/number: N/A<br>Cross-listed with: N/A<br>Dual-listed with: N/A<br>Equivalent course(s): N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Special Topics</b><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">60</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>60</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                      | 60 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>60</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 60        |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>60</b> |                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Expected Frequency of Course Offerings:</b><br>Annually: Winter                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> January 10, 2018                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> January 31, 2018                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> February 16, 2018                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                 |  |

**MATH 095**

**University of the Fraser Valley Official Undergraduate Course Outline**

Page 2 of 2

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

1. solve exponential and logarithmic equations
2. manipulate and graph exponential and logarithmic functions
3. make appropriate use of exponential and logarithmic concepts to solve applied problems
4. solve trigonometric equations
5. manipulate and graph circular functions and their inverses
6. make appropriate use of trigonometric concepts to solve applied problems
7. identify and analyze sequences, especially arithmetic and geometric sequences
8. analyze and evaluate the sums of a finite or an infinite series
9. use technology to analyze the mathematical topics of MATH 095

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures mixed with problem sessions. Graphing calculators are used to aid in the understanding of topics.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials**

|    | Author (surname, initials) | Title (article, book, journal, etc.)        | Current ed.              | Publisher      | Year |
|----|----------------------------|---------------------------------------------|--------------------------|----------------|------|
| 1. | Bittinger, Beecher, et al  | Algebra and Trigonometry, Graphs and Models | 5 <sup>th</sup>          | Addison Wesley | 2006 |
| 2. |                            |                                             | <input type="checkbox"/> |                |      |
| 3. |                            |                                             | <input type="checkbox"/> |                |      |
| 4. |                            |                                             | <input type="checkbox"/> |                |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

A graphing calculator (without computer algebraic system)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Assignments: | 15% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 15% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 30% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

In MATH 095 students examine and apply:

1. logarithmic and exponential functions and equations
2. trigonometric functions and equations
3. geometric and arithmetic sequences and series

Additional topics covered as time allows: the binomial theorem, matrices and vectors

**Memo for New Course**

To: CACC, Alisa Webb

From: Graphic + Digital Design BFA Major Working Group

Date: March 27, 2017

**Subject: Proposal for new course GD316 Print and Digital Production**

1. Rationale for new course:  
An upper-level GD course that covers the skills and knowledge required for the post-design and production phase required for any design media – print, packaging, environmental, exhibit, social, and digital. These skills include preparing print files, digital assets for web and social media, graphic standards guidelines, production communication, and production management.
2. How this new course fits into program(s): The skills introduced in this course support all fields of practice in graphic and digital design. In addition, GDD's Industry Advisory listed production skills as essential to any graphic design student pursuing a practicum or entry-level position. The course will become a requirement in the GDD Diploma, GDD Minor and proposed Major.
3. Explain how the course learning outcomes align with the learning outcomes of the program(s).  
Program learning outcomes met by GD316 include:
  - a) Apply critical thinking skills to visual communication problems
  - b) Understand and utilize processes, tools and technology used in graphic design practice
  - c) Produce communication/graphic design, information design, brand identity, interactive design, illustration, and motion graphics projects.
  - d) Conduct critical evaluations of different technologies in specific design problem contexts using a human-centered approach, by matching relationships between technologies and users
  - e) Develop strategies for planning, producing, and disseminating visual communications.
  - f) Demonstrate a working knowledge of the creative industry.
  - g) Incorporate research and findings into designing experiences that consider social, cultural, and economic implications of technology.
  - h) Functional capability to create responsive design systems that address communication problems and further communication goals.
  - i) Engage in multidisciplinary collaboration and strategic processes for problem solving.
  - j) Instill the value of creative practice in a range of professional settings
  - k) Engage in lifelong learning and continual growth as reflective practitioners
4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? No.
5. Which program areas have been consulted about the course? BFA Program Committee, Bachelor of Media Arts Program Committee, Academic Advising
6. If a new discipline designation is required, explain why: N/A

7. What consideration has been given to indigenizing the curriculum? The course considers indigenous audiences and enables the opportunity for producing visual communication (digital and print) with an indigenous focus.
8. If this course is not eligible for PLAR, explain why: Learning outcomes such as creative leadership and collaborative processes are best assessed within the scope of the course, not through portfolio or examination.
9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value: 3
  - b. Class size limit: 24
  - c. Frequency of offering: 1x per year
  - d. Resources required (labs, equipment): Networked lab with AV. Students must have access to an iMac or MacBook Pro, Adobe CC subscription, and a Lynda.com subscription. GD courses include a per credit surcharge. The department uses the surcharge to sustain the lab, equipment, and required technology access.
10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? Students will be visiting various print shops and digital studios where they will need to provide their own transportation, and/or use public transit.
11. Estimate of the typical costs for this course, including textbooks and other materials: \$100

**CWC comments and responses:**

- Structure of hours: lecture and seminar together should equal 45 hours to comply with policy 105, or this breakdown should be further justified.

*All 3-credit GD courses require 60 hours. It is a reflection of graphic design as an interdisciplinary practice and of student-centered learning. Most learning is experiential, multi-platform, and project-based, requiring a multitude of skill-sets and competencies. Attached is a list of GD courses and their delivery.*

| Dimension             | Type                     | Course   | Name                                             |            | New Tech. | Prerequisites                                                                                     | Lect. | Sem. | Lab. | Field | Online | Other |
|-----------------------|--------------------------|----------|--------------------------------------------------|------------|-----------|---------------------------------------------------------------------------------------------------|-------|------|------|-------|--------|-------|
| Creative Practice     | Communication Design     | GD260    | Graphic and Digital Design I                     | Practice   | Yes       | GD101, GD154                                                                                      | 30    | 10   | 20   |       |        |       |
| Creative Practice     | Communication Design     | GD317    | Graphic and Digital Design II                    | Practice   | Yes       | GD 157, GD 159 and GD 260                                                                         | 25    | 5    | 25   | 5     |        |       |
| Creative Practice     | Core                     | GD157    | Digital Design Media I (Photoshop + Illustrator) | Foundation | Yes       | None                                                                                              | 25    | 20   | 15   |       |        |       |
| Creative Practice     | Core                     | GD159    | Digital Design Media II (InDesign)               | Foundation | Yes       | None                                                                                              | 15    |      | 35   | 10    |        |       |
| Creative Practice     | Core                     | GD101    | Fundamentals of Design                           | Foundation |           | None                                                                                              | 30    |      | 15   | 15    |        |       |
| Creative Practice     | Core                     | GD216    | Illustration I                                   | Practice   |           | VA113                                                                                             | 25    | 20   | 15   |       |        |       |
| Creative Practice     | Core                     | GD281    | Applied Photography and Video                    | Foundation | Yes       | GD157                                                                                             | 30    | 30   |      |       |        |       |
| Creative Practice     | Core                     | GD316    | Print and Digital Production                     | Practice   | Yes       | GD260, GD204 or CIS145                                                                            | 30    | 20   |      | 10    |        |       |
| Creative Practice     | Core                     | GD154    | Typography I                                     | Foundation |           | None                                                                                              | 25    | 10   | 15   | 10    |        |       |
| Creative Practice     | Dynamic Media            | GD203    | Dynamic Media I: Motion Graphics                 | Practice   | Yes       | GD157                                                                                             | 18    | 7    | 35   |       |        |       |
| Creative Practice     | Dynamic Media            | GD303    | Dynamic Media II: Storytelling                   | Practice   | Yes       | GD203                                                                                             | 20    |      | 30   | 10    |        |       |
| Creative Practice     | Interactive Design       | GD202    | Interactive Design I                             | Practice   | Yes       | GD157                                                                                             | 30    | 10   | 15   | 5     |        |       |
| Creative Practice     | Visual Identity          | GD374    | Brand Identity                                   | Practice   | Yes       | GD157, GD260                                                                                      | 30    | 10   | 20   |       |        |       |
| Creative Practice     | Visual Identity          | GD375    | Packaging                                        | Practice   |           | GD374                                                                                             | 30    | 10   | 20   |       |        |       |
| Creative Practice     | Interactive Design       | GD204    | Interactive Design II                            | Practice   | Yes       | GD202                                                                                             | 30    |      | 20   |       |        |       |
| Professional Practice | Professional Development | GD358 CS | Interactive Design for Portfolio                 | Portfolio  | Yes       | GD204 or CIS145                                                                                   | 30    |      | 15   | 15    |        |       |
| Professional Practice | Professional Development | GD357    | Digital Project Management for Creative Practice | Leadership | Yes       | (GD204 or CIS145) and 12 additional credits of GD, of which 3 credits must be 300-level or higher | 15    | 25   |      | 20    |        |       |

|                       |                          |          |                                            |            |     |                                                                              |     |     |     |     |    |  |    |
|-----------------------|--------------------------|----------|--------------------------------------------|------------|-----|------------------------------------------------------------------------------|-----|-----|-----|-----|----|--|----|
| Professional Practice | Professional Development | GD498    | Directed Study                             | Leadership |     | 9 credits 300-level or higher, including 6 credits of 300-level or higher GD |     |     |     |     | 52 |  | 8  |
| Professional Practice | Professional Development | GD499    | Directed Study                             | Leadership |     | 9 credits 300-level or higher, including 6 credits of 300-level or higher GD |     |     |     |     | 52 |  | 8  |
| Professional Practice | Professional Development | GD361 CS | Portfolio Development for GDD              | Practice   | Yes | 15 GD Credits including one 300-level or higher GD course                    | 30  |     | 15  | 15  |    |  |    |
| Professional Practice | Professional Development | GD369 CS | Professional Practices for GDD             | Leadership | Yes | 15 GD Credits                                                                | 30  | 5   | 5   | 20  |    |  |    |
| Criticality           | Core                     | MEDA222  | Design Ethos and the Creative Practitioner | Practice   |     | None                                                                         | 24  | 24  |     | 12  |    |  |    |
| Social Context        | Core                     | GD102    | History of Graphic Design                  | Foundation |     | None                                                                         | 20  | 20  | 20  |     |    |  |    |
| Criticality           | Professional Development | MEDA469  | Design Thinking for Creative Leadership    | Leadership |     | 45 University Level Credits                                                  | 15  | 15  |     | 20  | 10 |  |    |
|                       |                          |          |                                            |            |     |                                                                              | 542 | 226 | 335 | 251 | 0  |  | 16 |

CS Capstone

**Digital Media**  
(Screen based / web  
+ motion + social)

**Experience Design  
(multiplatform,  
transmedia)**  
*Print, screen, social,  
environmental*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2018  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED: (six years after UEC approval) February 2024  
 Course outline form version: 09/15/14

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------|----|------------------|--|------------------------|----|--------------------------------------------|--|----------------------------|--|----------------------|--|--------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> GD 316                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Print and Digital Production                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Department (or program if no department):</b> Graphic Design                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Prepare and manage print and digital design projects across a variety of media for production and development. Engage in best practices for file preparation for print, digital, and packaging production, including graphic standards, e-publications, social media, and web. This course uses tools and technology that vary according to current industry practice.<br><br>Note: Field trips outside of class time may be required.                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | (GD 204 or CIS 145) and GD 260.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number:<br>Cross-listed with:<br>Equivalent course(s):<br><i>Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.</i>                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Transfer Credit</b><br>Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>Transfer credit requested (OREg to submit to BCCAT):<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, fill in transfer credit form)<br><br>Resubmit revised outline for articulation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 60</b><br><b>Typical structure of instructional hours:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture hours</td><td style="text-align: right;">30</td></tr> <tr><td>Seminars/tutorials/workshops</td><td style="text-align: right;">20</td></tr> <tr><td>Laboratory hours</td><td></td></tr> <tr><td>Field experience hours</td><td style="text-align: right;">10</td></tr> <tr><td>Experiential (practicum, internship, etc.)</td><td></td></tr> <tr><td>Online learning activities</td><td></td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>60</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 30 | Seminars/tutorials/workshops | 20 | Laboratory hours |  | Field experience hours | 10 | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: |  | <b>Total</b> | <b>60</b> | <b>Special Topics</b><br>Will the course be offered with different topics?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><br>If yes, different lettered courses may be taken for credit:<br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><i>Note: The specific topic will be recorded when offered.</i> |  |
| Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Seminars/tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Maximum enrolment (for information only):</b> 24<br><br><b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> annually                                                                                                                                                                                                                                                                                                                                                                        |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Karin Jager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> February 27, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> December 8, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> February 2, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> December 8, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> February 23, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                              |    |                  |  |                        |    |                                            |  |                            |  |                      |  |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |



**GD 316**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 3**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Communicate with print representatives, pre-press and other production professionals using industry standard terms
- Define industry production terms used for paper and materials selection, prepress, production, and printing
- Develop printing specifications for estimating
- Explain the printing processes of digital print, offset print, letterpress, lithography, silk screening, labelling, and flexography
- Select appropriate materials for producing print, packaging and large format graphics
- Describe colour management and differentiate between colour systems (CMYK, RGB, spot colour)
- Specify finishing for binding, embossing, foils, varnishes, and die cutting
- Apply best practices in the preparation of files for print, digital media, and packaging
- Create dielines and prepare production files for packaging projects
- Prepare large format electronic files for environmental graphics, tradeshow booths, billboards, and vehicle wraps
- Implement a production workflow and methodology for print and digital projects
- Assess production quality and problem-solve errors of print and digital media
- Apply brand identity graphic standards to social media platforms using correct image sizes, dimensions and types
- Create a comprehensive print and digital asset tool kit
- Prepare digital content asset library for social media and web applications that spans across multiple digital platforms that includes video, audio, ebook publication.
- Export files, images, icons, logos for multi-screen resolution sizes and contextualize when to use different file formats in PNG, SVG, GIF, JPG.
- Implement best practices for optimizing images

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)**

Project-based applied learning, guest lectures, presentations, and field trips.

**Grading system:** Letter Grades: ☒ Credit/No Credit: ☐ Labs to be scheduled independent of lecture hours: Yes ☐ No ☒

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)**

|    | Author (surname, initials) | Title (article, book, journal, etc.)                         | Current ed.                         | Publisher      | Year |
|----|----------------------------|--------------------------------------------------------------|-------------------------------------|----------------|------|
| 1. | McCue, C                   | <i>Real World Print Production with Adobe Creative Cloud</i> | <input checked="" type="checkbox"/> | Peachpit Press | 2013 |
| 2. |                            | Subscription to Lynda.com                                    | <input type="checkbox"/>            |                |      |
| 3. |                            |                                                              | <input type="checkbox"/>            |                |      |
| 4. |                            |                                                              | <input type="checkbox"/>            |                |      |
| 5. |                            |                                                              | <input type="checkbox"/>            |                |      |

**Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)**

Adobe CC, Portable Media Storage, Pantone Formula Guides, Printer Loupe.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |     |            |      |
|----------------|-----|--------------|-----|-------------------|-----|------------|------|
| Final exam:    | %   | Assignments: | 80% | Midterm exam:     | %   | Practicum: | %    |
| Quizzes/tests: | 10% | Lab work:    | %   | Field experience: | 10% | Shop work: | %    |
| Other:         | %   | Other:       | %   | Other:            | %   | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics****Week 1**

Introduction to print and digital production. Print and digital production terms and tools.

**Week 2**

Managing production workflow. Understanding roles and responsibilities: designer, client and resources.

Assessing collateral print and digital production needs.

Project 1: Collateral Production

**Week 3**

InDesign: setting up files.

Creating tri-fold brochure, multipage document, newspapers. Preparing files for stationery.

Understanding colour and colour management for print and screen.

Setting up spot colours, varnishes, embossing, foils, and die-cuts.

**Week 4**

Project 2: Graphic Standard's Assets

Developing an integrated print and digital package: logo, photography, graphics, documents

Preparing a digital content asset library for social media and web applications that spans across multiple digital platforms that includes video, audio, ebook publication.

Photoshop: image resolution and colour

Photoshop: creating assets for social media.

**Week 5**

Illustrator: building out your files.

Social media image sizes and tips, and image optimization

Exporting files, images, icons, logos for multi-screen resolution sizes and contextualize when to use different file formats in PNG, SVG, GIF, JPG

**Week 6**

Guest speaker: Paper Representative.

Preparing a print quote and communicating with your printer.

Client roles: editing, proofing, approval.

**Week 7**

Tour: Print house. Attend a press-check. Observing standards of quality.

The printing process. How to use a loupe.

**Week 8**

Creating portable displays: tradeshow booths (10 x 10, 10 x 20) and pop-up banners.

Preparing large format files: vehicle wraps.

**Week 9**

Project 3: Packaging.

Understanding how packaging is created.

Packaging requirements for printing.

**Week 10**

Quiz: Print Production Terminology.

Creating dielines for packaging.

**Week 11**

Tour: Packaging production facility.

**Week 12**

Pre-press and Pre-flight.

Handling alterations and corrections.

**Week 13**

Final presentation.

**Memo for Program Changes**

To: CACC, Alisa Webb

From: Karin Jager, Graphic and Digital Design Department Head

Date: February 14, 2018

**Subject: Program change Graphic and Digital Design Diploma**

**1. Summary of changes (select all the apply):**

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify: Entrance requirements and Graduation note

2. **Rationale for change(s).** The proposed revisions include changes to admissions requirements and course requirements. The revised admissions requirements for an interview is consistent with other design programs with the purpose of assessing an applicant's readiness for the expectations and demands of the program and the creative industry. Revised course requirements provide students with greater flexibility for program completion and respond to recommendations from GDD's industry advisory, employers, GDD graduates, and practicum hosts.

**Summary of revisions:**

- Change to the admissions requirements – Interview is required but may be waived based on submission. International students may be interviewed via Skype.
- Change to the admissions requirements – Entrance requirements for students with university-level credits to be a minimum GPA of 2.0 on all credits attempted. This is consistent with other ARTS programs.
- Course option – CIS145 Web Publishing may be taken in lieu of GD204 Interactive Design II. GD204 is a prerequisite for GD357 & GD358, CIS145 is already listed as a prerequisite option on these course outlines.
- Course option – GD102 may be taken in lieu of AH203 to be in alignment with the BFA Extended Minor.
- Course option – VA101 may be taken in lieu of VA113 to be in alignment with the GD Extended Minor.

- Graduation information note: *“This program is designed to be completed in four consecutive semesters (excluding the summer semester). Students admitted to the program with some requirements already complete cannot be guaranteed an earlier program completion date.”*
- Change to course requirements: Replacing GD303 Dynamic Media II and GD375 Packaging with GD316 Print and Digital Production and MEDA 222 Design Ethos and the Creative Practitioner or BUS120. More than 65% of employed GDD grads are working in marketing related departments in-house, and require production skills and more comprehensive knowledge of the marketing process. The upper level courses GD303 and GD375 remain part of the GDD Extended Minor and Minor.

3. **If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:** N/A
4. **What consideration has been given to indigenizing the curriculum?** The program considers indigenous audiences, indigenous wisdom related to sustainability, and the opportunity for producing visual communication (digital and print) with an indigenous focus.
5. **Will additional resources be required? If so, how will these costs be covered?** N/A
6. **How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?**
  - Course option revisions will provide more flexible paths for students to complete the program.
  - Interview and minimum GPA requirements will ensure strongest candidates are admitted to the cohort and will minimize attrition.
7. **Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?** N/A
8. **Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)** N/A
9. **Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.** N/A
10. **Provide a memo from the program’s dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.** N/A

## GRAPHIC AND DIGITAL DESIGN

ufv.ca/graphic-design

### Graphic and Digital Design diploma

The Graphic and Digital Design diploma program introduces the creative industry and the fields of brand identity, graphic/communication design, dynamic media, and interactive design. With an emphasis on problem solving, students are immersed in real world projects, issues and contexts. Students work in an innovative environment using industry standard software and ~~Maeintosh~~-Apple computers. Upon completion of the two-year diploma, graduates can gain entry-level positions in the field or in-house, freelance, or continue their studies to obtain a Bachelor of Fine Arts degree with a minor or extended minor in Graphic and Digital Design.

Upon successful completion of the program, students will be able to:

- Demonstrate a working knowledge of the creative industry.
- ~~Understand and u~~Utilize processes, tools and technology ~~used in~~for graphic design practice.
- ~~Engage in~~Analyze visual communication problems using critical thinking ~~and problem solvingskills~~.
- Demonstrate functional competence with principles of visual organization, visual language, typography and theory as applied to visual communication problems.
- Develop strategies for planning, producing, and disseminating visual communications.
- Produce communication/graphic design, information design, brand identity, interactive design, illustration, and motion graphics projects.
- Apply business practices, ethics, and self-promotional strategies for professional development.

### Entrance requirements

1. B.C. secondary school graduation or equivalent or minimum 19 years of age before the first day of classes.
2. The prerequisite to CMNS 125 or ENGL 105. ~~(This is equivalent to a C+ in English 12; p~~(Please contact the BFA Academic Advisor for more information on meeting this requirement.)

3. Applicants must meet the Degree/diploma level English language proficiency requirement. For details on how this requirement may be met, see the [English language proficiency requirement](#) section of the calendar.

[4. Students with university-level credit must have a grade point average of 2.0 on all courses attempted. Transcripts must be submitted to substantiate this.](#)

5.4 Attendance at ~~the~~ [a](#) program information session.

6. Portfolio of current works with accompanying documentation. See the [Graphic and Digital Design](#) website for specific guidelines.

[7. Interview is required but may be waived based on portfolio submission of visual and written requirements. -International students may be interviewed via Skype.](#)

If the program is full, qualified students will be placed on a temporary waitlist. If you meet the entrance requirements and a space becomes available, you will be contacted. After September 1, the waitlist is void. In cases where interim transcripts are submitted, an admissions decision may be made conditional upon completion of academic requirements. Proof of completion of entrance requirements is due the end of the first week in August.

Students who do not meet these requirements might consider [Qualifying Studies](#).

## When to apply

Applications are accepted for entrance to the Fall semester only. For application deadlines, see [Specific intake application process](#).

## How to apply

1. Apply online at [ufv.ca/admissions/admissions/apply](http://ufv.ca/admissions/admissions/apply).

## Additional documents required for a complete application:

Proof of B.C. secondary school graduation or equivalent, if not 19 years of age or older on the first day of classes.

2. When your application has been processed by the Office of the Registrar, you will receive information on program orientation and portfolio submission dates, and a copy of the portfolio

requirements. Applicants must submit a portfolio of recently created works and accompanying documentation, as directed in the portfolio requirements. Portfolio requirements are also available from the department or on the [Graphic and Digital Design](#) website. The portfolio is not due at the time of application, but must be submitted online in the spring. Portfolios are reviewed and an official letter of acceptance will be sent from the Office of the Registrar.

3. Upon admission to the program you will be provided with course registration information. A deposit is required prior to registration (see the [Fees and Other Costs](#) section). The deposit will be applied toward tuition fees. Final payment of all course fees is due by the end of the second week of classes. Any applicant who does not register by the end of June will be replaced by a waitlisted applicant.

If this program is full, or you are waiting to find out about your admission to the program, you will be given an opportunity to register as a [Qualifying Studies](#) student. It is not necessary to submit a separate application form. If you meet the entrance requirements and a space becomes available later, you will be contacted.

For students under 19 years of age, fall admission is conditional upon proof of B.C. secondary school graduation. Proof of completion of entrance requirements is due the beginning of August.

## Basis for admission decision

Admission is on a competitive basis. Completed applications will be evaluated at the portfolio review. This will include the assessment of the visual portfolio, [written reflections](#) and submitted documents. Portfolios are assessed for creative ability, exploration and experimentation, [and](#) professionalism, ~~and innovation~~. The entire submission requires careful preparation and attention to detail. Meeting the minimal requirements does not guarantee admission. [The purpose of the interview is to assess readiness for the expectations and demands of the program and the creative industry.](#)

In cases where interim transcripts are submitted, an admission decision may be made conditional upon completion of academic requirements. Proof of completion of entrance requirements is due the end of the first week in August.

## Part-time and non-program students

The diploma program is not offered part-time. Students who attend UFV part-time, or who are enrolled in the BFA or other programs, may take any available graphic design courses for which they have the prerequisites. Those who later decide to complete the Graphic and Digital Design diploma are required to submit an application and portfolio, and should consult the BFA Academic Advisor.

Some [GD-graphic and digital design](#) courses use tools and technology that adapt according to current industry practice. Students pursuing lengthy completion plans should be advised that tools may change over the course of their educational plan, and earlier technology and methodology may no longer be relevant prior to completion.

## Fees and additional costs

For general information on tuition and ancillary fees, see the [Fees and Other Costs](#) section. Please note that all GD designated courses have an alternate tuition rate, reflected in the table labelled Program Specific Fees. For more information on the tuition rates for GD courses, please check the [Graphic Design](#) webpage.

In addition to fees, students entering the diploma program are required to purchase an industry standard equipment package comprising of a MacBook Pro laptop and a monthly subscription to Adobe CC (Creative Cloud) at a cost of approximately \$3,500. Details and specifications for the MacBook Pro will be provided in July. Books and additional supplies cost approximately \$100 per course.

For information on financial assistance, students are encouraged to visit the [Financial Aid and Awards](#) office.

## Location

The Graphic and Digital Design diploma is a full-time cohort program offered on the Mission campus.

## Program requirements

A [program](#) grade point average of 2.0 is required in order to receive a diploma.

## Undergraduate continuance



Students enrolled in undergraduate courses (courses numbered 100 or above) must maintain an undergraduate Cumulative Grade Point Average (CGPA) of at least 2.00 to remain enrolled in Good Academic Standing at UFV. Students in Good Academic Standing will have no registration limits placed on them. Failure to meet the minimum CGPA requirement will result in restrictions on registration and may eventually lead to academic suspension from undergraduate studies at UFV. Students on Academic Warning or Academic Probation are limited to registering in 10 credits. For further details, see the [Academic standing and undergraduate continuance section](#) of the academic calendar. Academic standing is governed by UFV's [Undergraduate Continuance policy \(92\)](#).

## Course repetitions

A student may not register in a course more than twice, for credit or for audit, without permission of the appropriate dean or designate.

## Academic Warning

Students whose grades fall below a 2.0 CGPA will be placed on Academic Warning for the next semester. A student on Academic Warning may not register in a course overload. Students who achieve a semester grade point average of 2.0 will continue on Academic Warning until the CGPA equals or exceeds 2.0.

## Required to withdraw

Students who do not achieve a minimum semester grade point average of 2.0 while on Academic Warning will be withdrawn from the Graphic and Digital Design diploma program. A student who has been required to withdraw may continue to take courses as a [Qualifying Studies](#) student.

## Re-admission to the program

To be readmitted to the Graphic and Digital Design diploma program, the student must complete nine university-level courses (can be duplicate courses), with a minimum 2.0 CGPA. Once these criteria are met, the student may apply for re-admission at the Office of the Registrar. When readmitted, the student will remain on Academic Warning until their overall CGPA is 2.0.

## Graduation

It is the student's responsibility to ensure all program requirements are met. This should be done by regular consultation with the BFA Academic Advisor. Note: ~~This program is designed to be completed in four consecutive semesters (excluding the summer semester). Students admitted to the program with some requirements already complete cannot be guaranteed an earlier program completion date.~~ This program is designed to be completed in four consecutive semesters (excluding the summer semester). Students admitted to the program with some requirements already complete cannot be guaranteed an earlier program completion date.

Diploma candidates who qualify to receive a Graphic and Digital Design diploma must be approved by the UFV Arts division and the Senate.

Students must apply for graduation by completing a Request to Graduate form available at the Office of the Registrar. The form should be submitted in the final semester of study or the first month of the graduating semester, whichever comes first. The final deadline for submissions is April 1, with all program requirements completed by April 30 for students wishing to attend the June convocation ceremony.

## Residency

A student must complete at least 30 of the credits required for the Graphic and Digital Design diploma at UFV. Transfer credits and credits earned through prior learning assessment, which includes course challenge, may only be applied for up to 30 credits of the 60 credit diploma.

## Workload and studio expectations

Graphic and digital design courses are intensive with a minimum of four hours of homework per week for each course, ~~each week~~. Students are expected to participate and engage as they would in a professional studio environment. The curriculum emphasizes experiential learning with team-based project work and extensive studio hours. Participation in activities outside of class time is required. This includes field trips, professional events, community projects as well as the graduation exhibition. The diploma program is not compatible with full-time employment.

## Program outline

The following courses will be included in the 60-credit diploma. The order of course offerings is at the discretion of the department, but every course will be offered once for each cohort.

## Foundation

### Core Skills:

| Course                                                       | Title                                                                                 | Credits |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------|---------|
| GD 154                                                       | Typography                                                                            | 3       |
| GD 157                                                       | Digital Design Media I                                                                | 3       |
| GD 159                                                       | Digital Design Media II                                                               | 3       |
| <del>VA 101</del><br>OR<br><u>VA 101</u><br>OR<br><br>VA 113 | <del>Figure Drawing</del><br><u>Figure Drawing</u><br><br><br>Introduction to Drawing | 3       |

|               |                                     |          |
|---------------|-------------------------------------|----------|
| GD 281        | Applied Photography and Video       | 3        |
| <u>GD 316</u> | <u>Print and Digital Production</u> | <u>3</u> |

**History and ~~Writing~~Writing**

| Course                     | Title                                                                                    | Credits |
|----------------------------|------------------------------------------------------------------------------------------|---------|
| GD 102<br>OR<br>AH 203     | History of Graphic Design<br><br>History of Posters: The Art of Persuasion               | 3       |
| CMNS 125<br><br>or ENGL105 | Communicating Professionally to Academic and Workplace Audiences<br><br>Academic Writing | 3       |

**Fields of Practice**

**Visual Identity and Communication Design:** Publishing, promotion, brand identity, persuasion, and information design; emphasis on problem solving, sustainability, and human-centered solutions in print and digital media.

| Course       | Title                                          | Credits  |
|--------------|------------------------------------------------|----------|
| GD 101       | Fundamentals of Design                         | 3        |
| GD 260       | Graphic and Digital Design I (formerly GD 161) | 3        |
| GD 317       | Graphic and Digital Design II                  | 3        |
| <u>GD374</u> | <u>Brand Identity</u>                          | <u>3</u> |

**Visual Identity:** The field of branding including logo design, packaging design, and sustainability principles

| Course        | Title                 | Credits  |
|---------------|-----------------------|----------|
| <u>GD-374</u> | <u>Brand Identity</u> | <u>3</u> |

|        |           |   |
|--------|-----------|---|
| GD 375 | Packaging | 3 |
|--------|-----------|---|

**Dynamic Media:** Image based motion graphics, video, kinetic typography, and character design for design projects and storytelling

| Course            | Title                                                        | Credits      |
|-------------------|--------------------------------------------------------------|--------------|
| GD 203            | Dynamic Media I: Motion Graphics                             | 3            |
| GD 216            | <del>Drawing and Illustration II</del> <u>Illustration I</u> | 3            |
| <del>GD 303</del> | <del>Dynamic Media II: Storytelling</del>                    | <del>3</del> |

**Interactive Design:** Design for digital screens including websites, tablets, and mobile devices; includes interface design, development, UX, and content management

| Course | Title                | Credits |
|--------|----------------------|---------|
| GD 202 | Interactive Design I | 3       |

|                    |                                                 |   |
|--------------------|-------------------------------------------------|---|
| GD 204             | Interactive Design II                           | 3 |
| <del>OR</del>      |                                                 |   |
| <del>CIS 145</del> |                                                 |   |
| <del>OR</del>      | <del>Web Publishing</del> <u>Web Publishing</u> |   |
| <u>CIS 145</u>     |                                                 |   |
| GD 358             | Interactive Design for Portfolio                | 3 |

Professional Development ~~and Further Study~~ and Further Study

**Portfolio**

| Course         | Title                                                | Credits  |
|----------------|------------------------------------------------------|----------|
| GD 361         | Portfolio Development for Graphic and Digital Design | 3        |
| GD 369         | Professional Practices I                             | 3        |
| <u>MEDA222</u> | <u>Design Ethos and the Creative Practitioner</u>    | <u>3</u> |
| <u>or</u>      |                                                      |          |

|                |                                |  |
|----------------|--------------------------------|--|
| <u>*BUS120</u> | <u>Essentials of Marketing</u> |  |
|----------------|--------------------------------|--|

Note: Students pursuing a ~~BFA extended minor degree~~ or further study in the field of Graphic and Digital Design may wish to take additional upper level courses, MEDA 469 Design Thinking for Creative Leadership, GD 498 (Directed Study in Graphic and Digital Design I) or GD 499 (Directed Study in Graphic and Digital Design II). These courses are not required for graduation from the Graphic and Digital Design diploma program.

\*Students choosing BUS120 require BUS100 as a prerequisite.

Course listings

For complete details on courses see the **course descriptions** section.



**Memo for Program Changes**

To: CACC, Alisa Webb

From: Karin Jager, Graphic and Digital Design Department Head

Date: August 10, 2017

**Subject: Program change Graphic and Digital Design extended minor**

**1. Summary of changes (select all the apply):**

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify: Entrance requirements

**2. Rationale for change(s):**

The revisions will provide more flexible paths for students to complete GDD Extended Minor.

**Revisions include:**

- Course option – to accept GD102 or any 100- or 200-level Art History or MACS course
- Course option – to accept GD204 or CIS145

3. **If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:** N/A
4. **What consideration has been given to indigenizing the curriculum?** N/A
5. **Will additional resources be required? If so, how will these costs be covered?** N/A
6. **How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?**
  - The revisions will provide more flexible path for students to complete GDD Extended Minor.
7. **Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?** N/A
8. **Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)** N/A

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. N/A
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. N/A

## GRAPHIC AND DIGITAL DESIGN

[ufv.ca/graphic-design](http://ufv.ca/graphic-design)  
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### Graphic and Digital Design extended minor

The Graphic and Digital Design extended minor may be paired with the Visual Arts major as part of the Bachelor of Fine Arts program, or with any other BFA extended minor as listed in the [BFA section of the calendar](#).

~~Introductory and directed study courses are offered every semester, with 200- and 300-level courses rotating in the fall and winter. Please note that the Graphic and Digital Design extended minor culminates in upper-level courses that require a series of sequential skills obtained over several semesters. Students should make strategic course selections over at least a two year period to ensure timely program completion. Please note that the Graphic and Digital Design minor and extended minor culminate in upper-level courses that require a series of sequential skills obtained over several semesters. Introductory courses are offered in the fall, and students should expect to take sequential courses over the following winter, fall, and winter semesters to complete required coursework. High demand graphic and digital design courses and directed studies (GD 498 and GD 499) are available during the summer semesters and may be offered more than once a year.~~

The Graphic and Digital Design extended minor offers optional streams in Dynamic Media, Interactive Design, Communication Design, or Visual Identity.

1. **Dynamic Media:** GD 203, GD 216, and GD 303

This stream is image based and introduces motion graphics, video, kinetic typography, and character design for design projects and storytelling.

2. **Interactive Design:** GD 202, [one of](#) GD 204 [or](#) [CIS 145](#), and GD 358

This stream focuses on design for digital screens including websites, tablets, and mobile devices. Students are introduced to interface design, development, UX, and content management.

3. **Communication Design:** GD 101, GD 260, and GD 317

This stream introduces publishing, promotion, information design, and social responsibility. The emphasis is on problem solving and human-centered solutions in print and digital media.

**4. Visual Identity:** GD 101, GD 260, GD 374, and GD 375

This stream offers a foundation in communication design and introduces the field of brand identity including logo design, packaging design, and sustainability principles.

Upon successful completion of the Graphic and Digital Design extended minor, students will be able to:

- Demonstrate functional competence with principles of visual organization, visual language, typography, and theory as applied to visual communication problems.
- Apply critical thinking skills to visual communication problems.
- Understand and utilize processes, tools, and technology used in graphic design practice.

This section specifies the extended minor requirements only. Please refer to the [Bachelor of Fine Arts](#) section for information on additional requirements.

## Lower-level requirements: 18 credits

1. GD 102 ~~or~~ OR any 100- or 200-level Art History or any MACS Media and Communication Studies course ~~AH 203~~
2. GD 154, GD 157, and GD 159
3. 6 credits chosen from any of 100- or 200-level GD courses ~~(or CIS 145 or~~ MEDA 222 ~~may also be used for this requirement):~~
  - o For the Dynamic Media stream, choose GD 203 and GD 216.
  - o For the Interactive Design stream, choose GD 202 and one of GD 204 or CIS 145.
  - o For the Communication Design stream, choose GD 101 and GD 260.
  - o For the Visual Identity stream, choose GD 101 and GD 260.

**Memo for Program Changes**

To: CACC, Alisa Webb

From: Karin Jager, Graphic and Digital Design Department Head

Date: November 24, 2017, REV February 4, 2018

**Subject: Program change Graphic and Digital Design Minor**

**1. Summary of changes (select all the apply):**

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☒ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify: Entrance requirements

**2. Rationale for change(s). Revisions include:**

The Graphic and Digital Design Minor is unattainable in its current form. When the GDD minor was developed in 2011, due care was paid to including strong learning outcomes and content to support them, but there was a lapse in confirming a feasible completion plan. In the current form, it is impossible to obtain the necessary pre-requisites for the upper level requirements with less than 18 credits of lower level coursework in GD. In light of this, the current minor cannot be obtained, and actually requires the equivalent of the extended minor to complete.

While the new completion plan is longer on paper, it is actually achievable with respect to pre-requisites and course rotation. Furthermore, it will provide students in a range of programs with a skill set that is distinct from the current GD extended minor. The revisions offer a practical foundation in communication design and interactive design practice emphasizing applied digital skills, conceptual development, production knowledge, and problem-solving abilities. The aim is to prepare students with the processes, tools, and technology typically needed for in-house design positions, entry-level studio positions, contractual work, or in their own practice. This Minor emphasizes a comprehensive approach.

- 3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:** The learning outcomes were not defined in the previous iteration.
- 4. What consideration has been given to indigenizing the curriculum?** The program considers indigenous audiences, indigenous wisdom related to sustainability, and the opportunity for producing visual communication (digital and print) with an indigenous focus.

5. **Will additional resources be required? If so, how will these costs be covered?** N/A
6. **How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?**
  - The revisions will provide the opportunity for students to pursue a Minor in conjunction with a Visual Arts Major. In addition, this minor is designed to complement other degree options (BMA, BGS, BBA, and BA).
7. **Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?** N/A
8. **Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)** N/A
9. **Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.** N/A
10. **Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.** N/A

## Summary of Changes, GDD Minor

February 4, 2018

*The revised GDD Minor may be applied to any degree, not just the BFA. It is designed to provide essential graphic and digital design skills and knowledge, and the requirements have therefore been revised to include both communication design and interactive design skill sets. It further prepares students for skills typically required to bring projects into production. Upper level requirements offer options for specialization and/or creative leadership. In addition, a note is included to advise students to adequately plan for timely completion.*

|                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Learning Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Existing GDD Minor</b>                                  | <p>The Graphic and Digital Design minor may be paired with the Visual Arts major as part of the Bachelor of Fine Arts program. This section specifies the minor requirements only. Please refer to the Bachelor of Fine Arts section for information on additional requirements.</p> <p><i>Note: The Graphic and Digital Design minor and extended minor culminate in upper-level courses that require a series of sequential skills obtained over several semesters. Introductory courses are offered in the fall, and students should expect to take sequential courses over the following winter, fall, and winter semesters to complete required coursework. Only GD 498 and GD 499 are offered in the summer semesters.</i></p>                                                                      | <p><b>Lower-level requirements: 12 credits</b></p> <ul style="list-style-type: none"> <li>• GD 102 or AH 203</li> <li>• Six credits of 100- or 200-level GD courses</li> <li>• Three credits chosen from any 100- or 200-level GD courses or VA 113, VA 115, VA 117, VA 180, CIS 100, CIS 104, CIS 115, CIS 141, CIS 145, CIS 146, CIS 160, CIS 162, or CIS 165</li> </ul> <p><b>Upper-level requirements: 15 credits</b></p> <ul style="list-style-type: none"> <li>• 15 credits of 300- or 400-level GD courses and VA 360</li> </ul> | None Listed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Revised GDD Minor</b><br>(recommended for BA, BBA, BGS) | <p>The Graphic and Digital Design minor offers an applied foundation in Communication Design and Interactive Design. Students are introduced to graphic design tools, processes, and professional standards of practice and will attain skills and knowledge typically required for in-house and entry-level creative industry positions.</p> <p><i>Note: Introductory and directed study courses are offered every semester, with 200- and 300-level courses rotating in the fall and winter. Please note that the Graphic and Digital Design extended minor culminates in upper-level courses that require a series of sequential skills obtained over several semesters. Students should make strategic course selections over at least a two year period to ensure timely program completion.</i></p> | <p><b>Lower-level requirements: 18 credits</b></p> <ul style="list-style-type: none"> <li>• GD101, GD154, GD157, GD159, GD260 plus GD204 or CIS145</li> </ul> <p><b>Upper-level requirements: 15 credits</b></p> <ul style="list-style-type: none"> <li>• GD316, GD361, GD358</li> <li>• 6 credits chosen from any 300- or 400-level GD courses. VA 360 and MEDA 469 may also be used for this requirement.</li> </ul>                                                                                                                  | <ul style="list-style-type: none"> <li>• Demonstrate functional competence with principles of visual organization, visual language, typography, and theory as applied to visual communication problems.</li> <li>• Apply critical thinking skills to visual communication problems.</li> <li>• Develop strategies for planning, producing, and disseminating visual communications</li> <li>• Understand and utilize processes, tools, and technology used in graphic design practice.</li> </ul> |

## Graphic and Digital Design minor

The Graphic and Digital Design minor may be paired with the Visual Arts major as part of the Bachelor of Fine Arts program. This section specifies the minor requirements only. Please refer to the [Bachelor of Fine Arts](#) section for information on additional requirements.

The Graphic and Digital Design minor offers an applied foundation in Communication Design and Interactive Design. Students are introduced to graphic design tools, processes, and professional standards of practice and will attain skills and knowledge typically required for in-house and entry-level creative industry positions.

Upon successful completion of the GDD Minor, students will be able to:

- Demonstrate functional competence with principles of visual organization, visual language, typography, and theory as applied to visual communication problems.
- Apply critical thinking skills to visual communication problems.
- Develop strategies for planning, producing, and disseminating visual communications
- Understand and utilize processes, tools, and technology used in graphic design practice.

Note: Introductory and directed study courses are offered every semester, with 200- and 300-level courses rotating in the fall and winter. Please note that the Graphic and Digital Design extended minor culminates in upper-level courses that require a series of sequential skills obtained over several semesters. Students should make strategic course selections over at least a two year period to ensure timely program completion.The Graphic and Digital Design minor and extended minor culminate in upper-level courses that require a series of sequential skills obtained over several semesters. Introductory courses are offered in the fall, and students should expect to take sequential courses over the following winter, fall, and winter semesters to complete required coursework. Only GD 498 and GD 499 are offered in the summer semesters.

Lower-level requirements: ~~12~~18 credits



~~• GD 102 or AH 203~~

~~• GD101, GD154, GD157, GD159, GD260 and GD204 or CIS145~~ ~~• Six Fifteen credits of 100- or 200-~~  
~~level GD courses, and 260~~

~~• Three credits chosen from any 100- or 200-level GD courses (or VA 113, VA 115, VA 117, VA~~  
~~180, CIS 100, CIS 104, CIS 115, CIS 141, CIS 145, may also be used for this requirement)~~

~~CIS 146, CIS 160, CIS 162, or CIS 165~~

## Upper-level requirements: 15 credits

~~• GD316, GD361, GD358~~

~~• 6 credits chosen from any 300- or 400-level GD courses or VA 360, MEDA469~~

~~• 15 9credits chosen from any of 300- or 400 level GD courses or and VA 360~~

Course listings

For complete details on courses see the [course descriptions](#) section.