



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING
March 1, 2019 - 10:00 AM
A269

AGENDA

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Page

**1. APPROVAL OF THE AGENDA**

**1.1.**

**2. APPROVAL OF UEC MINUTES**

5 - 9

**2.1.** UEC draft minutes: Feb. 1, 2019

**3. COURSES AND PROGRAMS**

10 -  
32

**3.1. Health Sciences: Course outlines**

Changes including prerequisites: NURS 104, 105, 106, 201, 202, 203

MOTION: To approved the NURS course outlines as presented.

33 -  
37

**3.2. Health Sciences: Program changes**

Changes to entrance requirements: Health Care Assistant certificate

MOTION: To recommend the changes to the Health Care Assistant certificate entrance requirements as presented, effective September 2019.

38 -  
40

**3.3. Biology: Program changes**

Change to program requirements: Biology major, Pre-Medicine/Pre-Veterinary concentration

Change to program requirements: Biology major, Cellular, Molecular, and Genetics concentration

Change to program requirements: Biology major, Ecology and Biology of Organisms concentration

MOTION: To approve the changes to the Biology concentration program requirements as presented.

41 -  
78

**3.4. Child, Youth, and Family Studies: Course outlines**

New course: CYC 380, Child Protection Practice

Changes to prerequisites: CYC 167, 168, 210, 220, 395

Page

Review with changes including prerequisites: CYC 310

Review with changes including prerequisites and total hours: CYC 402, 410, 411

Discontinuation: CYC 394

MOTION: To approve the CYC 380 course outline as presented.

MOTION: To approve the revised CYC course outlines as presented.

MOTION: To approve the discontinuation of CYC 394 as presented.

79 -  
86

**3.5. Child, Youth, and Family Studies: Program changes**

Change to program requirements: Bachelor of Arts in Child and Youth Care

Change to program requirements: Certificate in Extended Studies in Child and Youth Care: Child Protection specialization

MOTION: To approve the changes to the Bachelor of Arts in Child and Youth Care and the Certificate in Extended Studies in Child and Youth Care: Child Protection specialization program requirements as presented, effective September 2019.

87 -  
94

**3.6. Agriculture: Course outlines**

Changes including pre- and corequisites: AGRI 247

Changes including prerequisites: AGRI 248

MOTION: To approve the AGRI course outlines as presented.

95 -  
98

**3.7. Business: Course outlines**

Review with changes including prerequisites: BUS 390

MOTION: To approve the BUS 390 course outline as presented.

99 -  
107

**3.8. Mathematics and Statistics: Course outlines**

Review with changes including total hours: STAT 272, 431/COMP 431

MOTION: To approve the STAT course outlines as presented.

108 -  
112

**3.9. Social Work and Human Services: Course outline**

Review with changes including title: HSER 120

MOTION: To approve the HSER 120 course outline as presented.

113 -  
140

**3.10. Upgrading and University Preparation: Course outlines**

Review with changes including corequisites: TASK 051, 053

Review with changes including title and corequisites: TASK 052

Review with changes including prerequisites and corequisites: TASK 054, 055, 056

MOTION: To approve the TASK course outlines as presented.

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141 -  
144

**3.11. Arts: Course outline**

New course: ARTS 299, Arts Portfolio

MOTION: To approve the ARTS 299 course outline as presented.

145 -  
170

**3.12. Arts: Program changes**

Changes to program requirements: Bachelor of Arts

Changes to program requirements: Liberal Arts diploma

Changes to program requirements: Associate of Arts general, Media and Communications, and Theatre options

MOTION: To approve the changes to the Bachelor of Arts and Liberal Arts diploma program requirements as presented, effective September 2019.

MOTION: To approve the changes to the Associate of Arts general, Media and Communications, and Theatre options as presented, effective September 2019.

171 -  
198

**3.13. Computer Information Systems: Course outlines**

Review with change to prerequisites: CIS 190

Review with change to prerequisites: COMP 120, 125, 150, 152

Change to prerequisites: COMP 340, 350, 351, 360, 380, 390, 445

MOTION: To approve the changes to the CIS and COMP course outlines as presented.

199 -  
216

**3.14. Computer Information Systems: Program changes**

Change to residency requirements: Computer Information Systems certificate

Change to residency requirements: Computer Information Systems diploma

Recognition of previously-completed courses: Bachelor of Computer Information Systems

Change to course repetition policy: Bachelor of Computer Information Systems

Change to entrance requirements: All CIS programs

MOTION: To recommend the changes to the Computer Information Systems certificate residency requirements as presented.

MOTION: To recommend the changes to the Computer Information Systems diploma residency requirements as presented.

MOTION: To approve the requirements for previously-completed CIS/COMP courses for the Bachelor of Computer Information Systems as presented, effective September 2019.

MOTION: To approve the changes to the course repetition policy for the Bachelor of Computer Information Systems as presented, effective September 2019.

MOTION: To recommend the changes to the entrance requirements for CIS

Page

programs as presented, effective September 2019.

217 -  
237

**3.15. English: Course outlines**

Changes including prerequisites: ENGL 208, 211, 212, 213, 215

MOTION: To approve the ENGL course outline as presented.

238 -  
242

**3.16. English: Program changes**

Change to program requirements: English Honours, Creative Writing

Change to program requirements: English major, Creative Writing concentration

Change to program requirements: Creative Writing extended minor

Change to program requirements: Creative Writing minor

MOTION: To approve the changes to the English Honours Creative Writing, English major Creative Writing concentration, Creative Writing extended minor, and Creative Writing minor program requirements as presented, effective September 2019.

243 -  
253

**3.17. Theatre: Course outlines**

Review with changes including title and prerequisites: THEA 360, 401

MOTION: To approve the THEA course outlines as presented.

254 -  
274

**3.18. Media Arts: Program changes**

Change to program requirements: Bachelor of Media Arts

MOTION: To approve the changes to the Bachelor of Media Arts program requirements as presented, effective September 2019.

**4. PROGRAMS**

**5. OTHER BUSINESS/DISCUSSION ITEMS**

**5.1. Admissions Subcommittee report**

**5.2. Transfer Credit Subcommittee report**

**5.3. Policy Subcommittee report**

**5.4. Senate report**

**6. INFORMATION ITEMS**

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

BUS 439

CYC 101

NURS 301

PNUR 140, 141, 142, 143, 144, 145, 146, 150, 151, 152, 153, 154, 155, 156

**7. ADJOURNMENT**



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

February 1, 2019  
10:00 AM - A225  
Abbotsford Campus

### **DRAFT MINUTES**

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**PRESENT:** Donna Alary, Adrianna Bakos, Sue Brigden, Heather Compeau, Rajdeep Dhaliwal, Peter Geller, Bobby Jaswal, Amber Johnston, David Johnston, Gilmour Jope, Bruce Kirkley, David McGuire, Elaine Newman, Samantha Patridge, Teresa Piper, Kirsten Robertson, Eric Spalding, and Ben Vanderlei

**ABSENT:** Courtney Boisvert, Vlad Dvoracek, Shirley Hardman, Ceilidh Hart, Everett Igobwa, and Esther Jimenez Atochero

**GUESTS:** Ian Affleck, Avner Bachar, Cory Beshara, Chris Campbell, Heather Davis-Fisch, Susan Francis, Claire Hay, Carl Janzen, Marlene Murray, Barbara Salingre, Corinne Richardson, Liana Thompson, Nadia Tudhope

**RECORDER:** Amanda Grimson

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

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

##### **2.1. UEC draft minutes: December 14, 2018**

**MOTION:**

To approve the draft minutes as presented.

**CARRIED**

#### **3. PRESENTATION**

##### **3.1. B.C. high school curriculum changes**

Registrar D. Johnston presented the recent revisions to the B.C. high school curriculum. The new courses are being mapped to the previous ones. Now is not the time for programs to re-visit their admission requirements.

#### **4. COURSES AND PROGRAMS**

##### **4.1. Teacher Education: Course outline**

New course: EDUC 100, Introduction to Education

**MOTION:**

To approve the new EDUC 100 course outline as presented.

**CARRIED**

##### **4.2. Chemistry: Course outline**

Change to prerequisites: CHEM 113

**MOTION:**

To approve the CHEM 113 course outline as presented.

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CARRIED

**4.3. Geography and the Environment**

Changes including title: GEOG 312

**MOTION:**

To approve the GEOG 312 course outline as presented.

CARRIED

**4.4. Mathematics and Statistics: Course outlines**

Review with changes including prerequisites and total hours: MATH 211

Review with changes including total hours: MATH 221

**MOTION:**

To approve the MATH course outlines as presented.

CARRIED

**4.5. Child, Youth, and Family Studies: Course outline**

New course: CYC 380, Child Protection Practice

As there were some questions about this course and a department representative was not available to attend the meeting, this item was postponed to a later meeting.

**MOTION:**

To approve the CYC 380 course outline as presented.

TABLED

**4.6. Child, Youth, and Family Studies: Program changes**

Change to program requirements: Bachelor of Arts in Child and Youth Care

Change to program requirements: Certificate in Extended Studies in Child and

Youth Care: Child Protection specialization

This item was postponed to a future meeting.

**4.7. Adult Education: Program changes**

Change to graduation requirements: Teaching English as a Second Language certificate

**MOTION:**

To recommend the changes to the Teaching English as a Second Language certificate graduation requirements as presented, effective September 2019.

CARRIED

**4.8. Biology: Program changes**

Change to program requirements: Biology major, Pre-Medicine/Pre-Veterinary concentration

Change to program requirements: Biology major, Cellular, Molecular, and Genetics concentration

Change to program requirements: Biology major, Ecology and Biology of Organisms concentration

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As there were some questions about these changes and a department representative was not available to attend the meeting, these items were postponed to a later meeting.

**MOTION:**

To approve the changes to the Biology concentration program requirements as presented.

TABLED

**4.9. Computer Information Systems: Course outlines**

New course: COMP 386

New course: COMP 486

**MOTION:**

To approve the COMP course outlines as presented.

CARRIED

**4.10. Computer Information Systems: New program**

New program: Coding Skills associate certificate

**MOTION:**

To recommend the new Coding Skills associate certificate as presented.

CARRIED

**4.11. Continuing Education: Program and courses**

New program: Activity Assistant certificate

New course: ACTA 10, Fundamental Concepts for Activity Assistants

New course: ACTA 20, Wellness and Well-Being in Activity

New course: ACTA 30, Interpersonal and Communication Skills within Adult Care Settings

New course: ACTA 40, Understanding Older Adults

New course: ACTA 50, Practicum Orientation

New course: ACTA 60, Activity Design and Implementation

New course: ACTA 70, Activity Adaptation for Physical and Cognitive Changes

New course: ACTA 80, Responding to and Managing Responsive Behaviours

New course: ACTA PRAC1, Observational Practicum I

New course: ACTA PRAC2, Practicum II

The presentation of the entrance requirements will be revised prior to Senate.

**MOTION:**

To approve the creation of a new course code, ACTA (Activity Assistant).

CARRIED

**MOTION:**

To approve the new ACTA course outlines as presented.

CARRIED

**MOTION:**

To recommend the new Activity Assistant certificate as presented.

CARRIED

**4.12. Applied and Technical Studies: Program and courses**

New program: Digital Manufacturing diploma

New course: DMFG 201, 3D Modeling

New course: DMFG 202, Material Science and Technology

New course: DMFG 203, Design for Manufacturing

New course: DMFG 205, Computer Numerical Controlled Machinery

New course: DMFG 207, Fabrication Technology

New course: DMFG 201, Project Studio

B. Kirkley (Program Development and Quality Assurance) indicated that these are intended to be credit-level (CR) rather than vocational-level (VO) courses.

The presentation of the entrance requirements will be revised prior to Senate.

**MOTION:**

To approve the creation of a new course code, DMFG (Digital Manufacturing).  
CARRIED

**MOTION:**

To approve the new DMFG course outlines as presented.  
CARRIED

**MOTION:**

To recommend the new Digital Manufacturing diploma as presented.  
CARRIED

**4.13. Trades: Program changes**

Changes to entrance requirements: Heavy Mechanical Foundation certificate

Changes to entrance requirements: Construction Electrician certificate

Changes to entrance requirements: Aircraft Structures Technician certificate

Changes to entrance requirements: Hospitality Event Planning certificate

It is problematic to list Communications 12 as equivalent to English 12 when it is not recognized as equivalent in other programs, and also does not satisfy the English Language Proficiency requirements.

**MOTION:**

To recommend the changes to the entrance requirements for the Heavy Mechanical Foundation certificate, Construction Electrician certificate, Aircraft Structures Technician certificate, and Hospitality Event Planning certificate as presented, effective September 2019.  
DEFEATED

**4.14. Theatre: Course outlines**

New course: THEA 205, Foundations of Performance Studies

New course: THEA 206, Dramaturgy

New course: THEA 302, Canadian Performance Histories

New course: THEA 303, Gender and Performance

New course: THEA 304, Applied Theatre and Performance Methods

Changes including title and prerequisites: THEA 203/ENGL 233, THEA 204/ENGL 234, THEA 301/ENGL 365, THEA 307

Changes including prerequisites: THEA 305

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**MOTION:**

To approve the THEA course outlines as presented.

CARRIED

**4.15. Theatre: Program changes**

Changes to program requirements: Theatre major

Changes to program requirements: Theatre extended minor

Changes to program requirements: Theatre minor

**MOTION:**

To approve the changes to the Theatre major, extended minor, and minor program requirements as amended, effective September 2019:

- Theatre major lower-level requirements: "Two of:" list should be 6 credits rather than 3.

CARRIED

**5. OTHER BUSINESS/DISCUSSION ITEMS**

**5.1. Admissions Subcommittee report**

**5.2. Transfer Credit Subcommittee report**

**5.3. Policy Subcommittee report**

**5.4. Senate report**

**6. INFORMATION ITEMS**

**6.1. Minor course changes** (outlines will be available at

[www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))

BIO 083

ENGL 228

GD 154, 216

PHYS 083

**6.2. College of Arts**

Change of ownership: Introduction to Journalism associate certificate

**7. ADJOURNMENT**

The meeting was adjourned at 12:15 pm.

**Memo for Course Changes**

To: UEC/Campus Wide Consultation

From: Lee-Anne Stephen (co-chair of the BSN Curriculum Committee) and Dawna Williams (PN/HCA Coordinator and co-chair of the Faculty Council Curriculum Committee)

Date: Nov 2018

**Subject: Proposal for revision of: NURS, 104, NURS 105, NURS 106, NURS 201, NURS 202, NURS 203**

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 Pharmacology course is being moved from semester 2 to semester 1 in order to support students clinical and classroom learning. In semester 2, students need pharmacology content to safely provide care to patients in the clinical setting and to engage in classroom discussions regarding medication administration and management of illness in the older population. Therefore, it is important that they take pharmacology in semester 1 instead of semester 2.

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)?

BSN Faculty, BSN Curriculum Committee, Health Sciences Faculty Council Curriculum Committee and Health Sciences Faculty Council.

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

Nursing program faculty are intentionally integrating indigenous content into their courses.

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:  
NURS 104; NURS 201 - Four credit course – \$649.47  
NURS 105, NURS 202 - Three credit course – \$487.32  
NURS 106, NURS 203 – Six credit course - \$974.20  
Textbooks in semester 2 - \$750.00  
Textbooks in semester 3 - \$550.00



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 1996  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): May 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> NURS 104                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Course Full Title:</b> Health and Wellness: Aging<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 Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> School of Health Studies                                                                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Calendar Description:</b><br>In this course, health, environment, and person will be explored with a focus on the aging adult. Family as context, community, and population health will be introduced.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Admission to the Bachelor of Science in Nursing, NURS 101, NURS 102, NURS 103, HSC 111, and HSC 116.                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NURS 105 and NURS 106.                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">12</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 style="text-align: center;">48</td> </tr> <tr> <td><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 type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                          | 12 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: | 48 | <b>Total hours</b> | <b>60</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 <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 12        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 48        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <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>Fall and Winter<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Department / Program Head or Director:</b> Hannah MacDonald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> August 30, 2018                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Dean/Associate VP:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |

**NURS 104**
**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. Explain the interrelationship between the aging population, health care, and environmental factors.
2. Explore family role changes in relation to the aging individual.
3. Examine developmental, spiritual, and cultural aspects related to the aging adult.
4. Apply physiological and psychosocial concepts to the aging adult.
5. Differentiate between community and population.

**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, case studies, small group discussion, large group discussion.

**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. Jarvis, C.                                                            | Pocket companion for physical examination and health assessment | 2 <sup>nd</sup> Can | Elsevier Saunders           | 2014 |
| 2. Kaakinen, J., Coehlo, D., Steel, R., Tabacco, A., & Hanson, S. M.     | Family health care nursing: Theory, practice and research       | 6 <sup>th</sup>     | F. A. Davis                 | 2018 |
| 3. Ross-Kerr, J. C., Wood, M. J., Astle, B. J., & Duggleby, W.           | Canadian fundamentals of nursing                                | 5 <sup>th</sup>     | Elsevier Canada             | 2014 |
| 4. Stantrock, J. W., MacKenzie-Rivers, A., Malcomson, T., & Leung, K. H. | Lifespan development                                            | 4 <sup>th</sup> Can | McGraw-Hill Ryerson Limited | 2014 |
| 5. Toughy, T., Jett, K., Boscarr, V., & McCleary, L.                     | Ebersole and Hess' gerontological nursing and health aging      | 1 <sup>st</sup> Can | Toronto, ON: Elsevier       | 2012 |

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

**Typical Evaluation Methods and Weighting**

|                |     |                       |     |                   |   |            |      |
|----------------|-----|-----------------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Assignments:          | 25% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 25% | Integration Present.: | 5%  | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Class prep assign:    | 5%  | Shop work:        | % | Total:     | 100% |

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

1. Determinants of Health
  - Environmental factors in the Lower Mainland
    - Socio-economic and political factors in the context of an aging population
    - Social supports
  - Health Care Delivery/Systems
    - Challenges to accessing care
2. Person: Family
  - Aging family members: role changes, role strain
  - Informal caregivers
  - Caregiver stress
  - Generational diversity
3. Person: Culture and spirituality
  - Diversity of local communities
4. Person: Physiological concepts related to the middle to older adult

Safety, Comfort, Mobility, Oxygenation & Perfusion

- Pneumonia
- Falls
- Hypotension, stroke

Nutrition, Metabolism and Tissue Integrity

- Nutritional needs of the older adult
- Pressure ulcers

Infection & Immunity

- Urinary Tract Infections
- Influenza

Cellular Regulation

- Aging theories

5. Person: Psychosocial Concepts Related to the middle to older adult

Stress & Coping, Grief & Loss

- Loss of personal health and function
- Transitions for the older adult
- Transition from home to hospital to residential care
- Life Review
- Introduction to death and dying

Cognition & Mood

- Dementia, depression & delirium
- Introduction to person-centered care

Violence

- Elder abuse

Sleep & Rest

Aging & Sexuality

6. Person: Community & Population

- Introduction and overview
- General survey of the local regions

\*Concept analysis will be applied to an unfolding family case



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2012  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): May 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> NURS 105                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Course Full Title:</b> Professional Nursing: Communication II<br><b>Course Short Title:</b> Professional Nursing: Comm. II<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 Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Department (or program if no department):</b> School of Health Studies, Bachelor of Science in Nursing                                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Calendar Description:</b><br>Professional communication and collaboration skills are further developed in this course. Research- and evidence-informed practice will be discussed. Ethical and legal aspects of practice, critical thinking, and leadership will be introduced.                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Admission to the Bachelor of Science in Nursing, NURS 101, NURS 102, NURS 103, HSC 111, and HSC 116.                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NURS 104 and NURS 106.                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">15</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 style="text-align: center;">30</td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                          | 15 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: | 30 | <b>Total hours</b> | <b>45</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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 30                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</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>Fall and Winter<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Department / Program Head or Director:</b> Hannah MacDonald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Date approved:</b> August 30, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Dean/Associate VP:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |

**NURS 105**
**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. Explore key responsibilities associated with professional nursing practice.
2. Examine ethical and legal aspects of nursing.
3. Explore professional relationships within nursing.
4. Apply communication skills in therapeutic and collaborative relationships.
5. Apply principles of teaching & learning to individuals.
6. Examine evidence-informed practice and the process of critical thinking.
7. Describe the role of electronic information in nursing practice.

**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 discussion, presentation, guest speaker, role play.

**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. | American Psychological Association                         | Publication Manual of the American Psychological Association              | 6 <sup>th</sup>          | Author            | 2010 |
| 2. | Arnold, E. N., & Boggs, K. U.                              | Interpersonal relationships: Professional Communication Skills for Nurses | 7 <sup>th</sup>          | Saunders Elsevier | 2016 |
| 3. | Ross-Kerr, J. C., Wood, M., J., Astle, B.J., & Duggleby W. | Canadian Fundamentals of Nursing                                          | 5 <sup>th</sup>          | Elsevier Canada   | 2014 |
| 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% | Focus Charting:   | 15% |            | % | Portfolio: | %    |
| Presentation: | 15% | Nursing Care Plan | 15% | Practicum: | % | Other:     | %    |
|               | %   | Teaching Plan:    | 10% | Shop work: | % | Total:     | 100% |

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

Review Concepts from NURS 102

1. Ethical & Legal Practice
  - Advocacy
    - o The role of the nurse
    - o Promoting dignity
  - Ethics
    - o Nursing's Code of Ethics
  - Legal
    - o Privacy legislation, Freedom of information
    - o Guardianship Act
    - o Rights
2. Communication & Collaboration
  - Communication application
    - o Active listening
    - o Paraphrasing and clarifying to show understanding
    - o Being present
    - o Assertiveness

## Written Communication

- o Documentation/charting

## Collaboration

- o Nursing teams

**3. Leadership & Professionalism**

## Leadership

- o Leadership roles in nursing

## Professionalism

- o Professional Standards of Nursing
- o Scope of practice
- o Boundaries
- o Deportment

**4. Teaching & Learning**

- o Learner assessment
- o Generational considerations and application

**5. Critical Thinking & Evidenced Informed/Research**

## Critical Thinking

- o Introduction to critical thinking
- o Nursing process and application

## Evidence Informed/Research

- o Peer reviewed research
- o Purpose & sampling

**6. Safety**

- o Patient safety
- o Tracking the impact of safe practice

**7. Concepts of Technology/Informatics**

- o Electronic charting
- o Canada Health Infoway



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 1996  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): May 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> NURS 106                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            | <b>Number of Credits:</b> 5 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Course Full Title:</b> Nursing Practice<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 Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            | <b>Department (or program if no department):</b> School of Health Studies, Bachelor of Science in Nursing                                                                                                                                                                                                                                                                                                                                      |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Calendar Description:</b><br>Nursing practice will include laboratory and clinical experiences that will prepare students to perform assessments and care for older adults in diverse settings such as residential care, acute care, and community.                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | Admission to the Bachelor of Science in Nursing, NURS 101, NURS 102, NURS 103, HSC 111, and HSC 116.                                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            | NURS 104 and NURS 105                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td style="text-align: center;">36</td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td style="text-align: center;">144</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>180</b></td></tr> </table> |            | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Tutorials/workshops |  | Supervised laboratory hours | 36 | Experiential (field experience, practicum, internship, etc.) | 144 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>180</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 <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 36         |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 144        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>180</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | <b>Expected Frequency of Course Offerings:</b><br>Fall and Winter<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                      |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Department / Program Head or Director:</b> Hannah MacDonald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            | <b>Date approved:</b> August 30, 2018                                                                                                                                                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Dean/Associate VP:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                        |  |

NURS 106

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. Assess dimensions of an individual(s).
2. Plan strategies that promote, preserve, and restore well-being.
3. Implement nursing interventions ensuring safety and comfort.
4. Utilizes therapeutic communication to understand the meaning of an individual's experience.
5. Evaluate the planning and implementation of care.
6. Participate as a member of the health care team.
7. Apply critical thinking and critical reflection skills in clinical practice.
8. Perform within UFV and agency policies, BCCNP Professional Standards, and Practice Standards.
9. Demonstrate progression in clinical 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.*)

Lab practice, online learning, simulation, practicum

**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. Curren, A. M.                                     | Math for meds                                                   | 11 <sup>th</sup>    | Thomson Delmar Learning | 2015 |
| 2. Deglin, J. H., & Vallerand, A. H.                 | Davis' drug handbook for nurses                                 | 14 <sup>th</sup>    | F. A. Davis             | 2014 |
| 3. Jarvis, C.                                        | Pocket companion for physical examination and health assessment | 2 <sup>nd</sup> Can | Mosby Elsevier          | 2014 |
| 4. Lewis, S. M., Heitkemper, M. M., & Dirksen, S. R. | Medical surgical nursing Canada                                 | 3 <sup>rd</sup> Can | Mosby                   | 2014 |
| 5. Pagana, T., & Pike-MacDonald, S.                  | Mosby's Canadian manual of diagnostic & lab tests.              | 1 <sup>st</sup> Can | Mosby                   | 2016 |

## Typical Evaluation Methods and Weighting

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 35% | Assignments: | 30% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 35% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

### 1. Laboratory

- Assessment
- Compression stockings, bandages, restraints
- Intake and Output
- Catheter and specimen collection
- Bowel sounds and rectal treatments
- Walking devices, transfers, & lifts
- Administration of topical and oral medications
- Respiratory assessment and oxygen therapy
- Heat and cold applications (self-study)
- Isolation precautions

### 2. Clinical

Residential Care and Sub-Acute/Rehabilitation

- Application of knowledge and skills to individuals within an institutional setting.

### 3. Simulation

Care of the older adult

## Supplemental Texts and Resource Materials Form

For use with the Official Undergraduate Course Outline Form, if more space is required for the **Typical Text(s) and Resource Materials** field.

| <u>1.</u> | <u>Author (surname, initials)</u>                       | <u>Title (article, book, journal, etc.)</u>                | <u>Current edition</u>   | <u>Publisher</u> | <u>Year</u> |
|-----------|---------------------------------------------------------|------------------------------------------------------------|--------------------------|------------------|-------------|
| 2.        | Perry, A. G., & Potter, P. A., & Ostendorf, W. R.       | Nursing interventions and clinical skills                  | 6 <sup>th</sup>          | Mosby            | 2015        |
| 3.        | Ross-Kerr, J. C., Wood, M. J. Astle, B., & Duggleby, W. | Canadian fundamentals of nursing                           | 5 <sup>th</sup>          | Mosby            | 2014        |
| 4.        | Toughy, T., Jett, K., Boscart, V., & McCleary, L.       | Ebersole and Hess' Gerontological nursing and health aging | 1 <sup>st</sup> Can      | Elsevier         | 2012        |
| 5.        |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 6.        |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 7.        |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 8.        |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 9.        |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 10.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 11.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 12.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 13.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 14.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 15.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 16.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 17.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 18.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 19.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 20.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 21.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 22.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 23.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 24.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 25.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 26.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 27.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 28.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 29.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |
| 30.       |                                                         |                                                            | <input type="checkbox"/> |                  |             |



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 1996  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): January 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> NURS 201                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Course Full Title:</b> Health and Wellness: Acute and Chronic Care I<br><b>Course Short Title:</b> Acute and Chronic Care I<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 Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Department (or program if no department):</b> School of Health Studies;<br>Bachelor of Science in Nursing                                                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Calendar Description:</b><br>The concepts of health, environment, and person will be explored with a focus on the adult surgical population.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Admission to the Bachelor of Science in Nursing, NURS 104, NURS 105, NURS 106, and HSC 113.                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NURS 202, NURS 203, and HSC 211.                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">10</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 style="text-align: center;">20</td> </tr> <tr> <td>Other contact hours:</td> <td style="text-align: center;">30</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                                                                                                                                                                                                                                                                                                                                                                                                                          | 10 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 20 | Other contact hours: | 30 | <b>Total hours</b> | <b>60</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 <i>(If yes, fill in transfer credit form.)</i> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 30                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <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>Fall and Winter<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Department / Program Head or Director:</b> Hannah MacDonald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date approved:</b> August 30, 2018                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Dean/Associate VP:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of posting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Date of meeting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |

**Learning Outcomes:**

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

1. Analyze the interrelationship between the adult surgical population, the environment, and health.
2. Apply key physiological and psychosocial health concepts to the surgical patient.
3. Explore alterations in family processes when individuals are hospitalized.
4. Examine the community's influence on the surgical patient's experience.
5. Describe how cultural differences influence the hospitalization experience.

**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.*)

Small and large group discussion, lecture, case studies, online instruction.

**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. | Deglin, J. H., & Vallerand, A. H.            | Davis's drug guide for nurses                                     | 12 <sup>th</sup>         | Philadelphia: Davis                          | 2011 |
| 2. | Elkin, M. K., Perry, A. G. & Potter, P. A.   | Nursing interventions and clinical skills                         | 5 <sup>th</sup>          | Toronto: Mosby                               | 2011 |
| 3. | Porth, C. M.                                 | Essential of pathophysiology                                      | 4 <sup>th</sup>          | Philadelphia: Lippincott, Williams & Wilkins | 2015 |
| 4. | Jarvis, C.                                   | A pocket companion for physical examination and health assessment | 2 <sup>nd</sup> Canadian | St. Lewis: Saunders Elsevier                 | 2014 |
| 5. | Lewis, S. M., Heitkemper, M. & Snyder, J. S. | Medical-surgical nursing in Canada                                | 3 <sup>rd</sup> Canadian | Toronto: Elsevier                            | 2013 |
| 6. |                                              |                                                                   |                          |                                              |      |
| 7. |                                              |                                                                   |                          |                                              |      |
| 8. |                                              |                                                                   |                          |                                              |      |
| 9. |                                              |                                                                   |                          |                                              |      |

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

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Assignments: | 25% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 25% | Project:     | %   | Practicum:        | % |            |      |
| Quizzes/tests: | 10% | :            | %   | Shop work:        | % | Total:     | 100% |

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

1. Health: Culture
  - o Care of individuals with specific cultural beliefs and language barriers
  - o Cultural safety in the surgical setting
2. Health: Human Development
  - o Adult — disruption of developmental tasks due to hospitalization
3. Health: Oxygenation, perfusion, cognition
  - o Pulmonary emboli, atelectasis
  - o Shock
  - o Thrombi
  - o Heparin-induced thrombocytopenia
  - o Anemia
  - o Post-op delirium and sedation

4. Health: Pain/comfort
  - Management of acute pain
  - Post-op pain
  - Phantom pain
  - Effect of pain on sleep and rest
5. Health Mobility, infection, immunity, sensory perception
  - Fractures
  - Post-op immune response
  - Sepsis
  - Altered sensation due to surgical procedures
6. Health: Elimination, nutrition, tissue integrity, fluid and electrolytes and acid-base
  - Bowel surgery
  - Paralytic ileus, bowel obstruction
  - Urinary retention
  - Post-op nausea
  - Post-op diet
  - Wound healing — surgical incisions/wounds
  - Respiratory and Metabolic alkalosis and acidosis
  - Hypovolemia/hypervolemia, edema
7. Health Sexuality
  - Reassignment surgery
8. Health: Cellular regulation, reproduction, grief/loss, sexuality
  - Prostate, breast, and colon cancer
  - Mastectomy, prostatectomy
9. Person: Family
  - Role changes related to hospitalized family member
10. Person: Community
  - Continuum of care
  - Rehabilitation in the community
  - Restoration/rehabilitation post-op
11. Environment: Physical, Socio-Economic, Political, Health Care
  - Physical adaptations of home post-op (restorative care)
  - Private versus public health services
  - Surgical waitlists
  - Organizational structures

## Supplemental Texts and Resource Materials Form

For use with the Official Undergraduate Course Outline Form, if more space is required for the **Typical Text(s) and Resource Materials** field.

|     | <u>Author (surname, initials)</u>                          | <u>Title (article, book, journal, etc.)</u>                                                 | <u>Current edition</u>   | <u>Publisher</u>          | <u>Year</u> |
|-----|------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------|---------------------------|-------------|
| 1.  | Lilley, L. L., Harrington, S., & Snyder, J. S.             | Pharmacology and the nursing process in Canada                                              | 2 <sup>nd</sup> Canadian | St. Louis, MO: Mosby      | 2011        |
| 2.  | Potter, P. A., Perry, A. G., Stockert, P. A. & Hall, A. M. | Canadian fundamentals of nursing                                                            | 5 <sup>th</sup>          | Toronto: Elsevier         | 2014        |
| 3.  | Van Leeuwen, A. M. & Poelhuis-Leth, P. J.                  | Davis's comprehensive handbook of laboratory and diagnostic tests with nursing implications | 5 <sup>th</sup>          | Philadelphia: F. A. Davis | 2013        |
| 4.  | Venes, D.                                                  | Taber's cyclopedic medical dictionary                                                       | 22 <sup>nd</sup>         | Philadelphia: F. A. Davis | 2013        |
| 5.  |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 6.  |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 7.  |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 8.  |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 9.  |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 10. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 11. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 12. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 13. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 14. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 15. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 16. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 17. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 18. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 19. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 20. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 21. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 22. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 23. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 24. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 25. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 26. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 27. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 28. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 29. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |
| 30. |                                                            |                                                                                             | <input type="checkbox"/> |                           |             |


**ORIGINAL COURSE IMPLEMENTATION DATE:**
**REVISED COURSE IMPLEMENTATION DATE:**

September 2019

**COURSE TO BE REVIEWED** (six years after UEC approval):

January 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> NURS 202                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                           |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Course Full Title:</b> Professional Nursing: Introduction to Leadership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Course Short Title:</b> Prof. Nursing: Intro to Leadership                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Department (or program if no department):</b> School of Health Studies:<br>Bachelor of Science in Nursing                                                                                                                                                                                                                                                                                                                                     |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Calendar Description:</b><br>In this course students will examine professional nursing concepts with a focus on nursing leadership. The concepts of advocacy, collaboration, teaching/learning, and evidence-informed practice will be further explored.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Admission to the Bachelor of Science in Nursing, NURS 104, NURS 105, NURS 106, and HSC 113.                                                                                                                                                                                                                                                                                                                                                      |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | NURS 201, NURS 203, and HSC 211.                                                                                                                                                                                                                                                                                                                                                                                                                 |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">8</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 style="text-align: center;">15</td> </tr> <tr> <td>Other contact hours:</td> <td style="text-align: center;">22</td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                            | 8 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 15 | Other contact hours: | 22 | <b>Total hours</b> | <b>45</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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 8                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 22                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>45</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>Fall and Winter<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Department / Program Head or Director:</b> Hannah MacDonald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Date approved:</b> August 30, 2018                                                                                                                                                                                                                                                                                                                                                                                                            |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                           |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Dean/Associate VP:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                           |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                            |   |                     |  |                             |  |                                                              |  |                              |    |                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                  |

## Learning Outcomes:

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

1. Develop clinical judgment skills for decision making relevant to nursing.
2. Apply interdisciplinary collaboration skills through simulated experiences.
3. Analyze conflict situations in professional nursing practice.
4. Examine concepts of leadership for nursing practice.
5. Explore legal and ethical aspects of nursing.

## 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 discussion, presentations, application exercises, online instruction.

**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. Arnold, E., & Boggs, K. U.   | Interpersonal relationships: Professional communication skills for nurses | 7 <sup>th</sup>          | W. B. Saunders        | 2016 |
| 2. Grant, L., G., (Ed)          | Leading and managing in Canadian nursing.                                 | 1 <sup>st</sup> Canadian | Toronto, ON: Elsevier | 2015 |
| 3. Potter, P. A., & Perry A. G. | Canadian fundamentals of nursing                                          | 5 <sup>th</sup>          | Toronto: Elsevier     | 2014 |
| 4. Keatings, M., & Smith, O,    | Ethical & legal Issues in Canadian Nursing                                | 3rd                      | Toronto Mosby         | 2010 |

## Typical Evaluation Methods and Weighting

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Assignments: | 20% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 30% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 10% | Other:       | %   | Shop work:        | % | Total:     | 100% |

## Typical Course Content and Topics

1. Critical thinking
  - o Clinical decision making processes
  - o Clinical judgment
2. Communication/Collaboration
  - o Inter/intra-professional team
  - o Team communication
  - o Written communication
  - o Identification of communication barriers
  - o Conflict analysis
3. Teaching and learning
  - o Integration of teaching & learning
  - o Discharge planning
4. Ethical Practice
  - o Introduction to ethical principles
5. Legal Aspects of Nursing & Advocacy
  - o Health information access
  - o Charter of Rights
  - o Informed consent
6. Evidence informed
  - o Overview methodologies
7. Leadership
  - o Leadership
  - o Transformational leadership
  - o Change theory
  - o Delegation and assigning/scope of practice
  - o Care delivery models
  - o Teamwork
8. Safety
  - o Introduce concept of quality assurance/improvement
9. Informatics
  - o Consumer health informatics
  - o Fraser Health intranet
  - o Electronic resources to support practice



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2004  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): January 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> NURS 203                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | <b>Number of Credits:</b> 6 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Course Full Title:</b> Nursing Practice<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 Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            | <b>Department (or program if no department):</b> School of Health Studies;<br>Bachelor of Science in Nursing                                                                                                                                                                                                                                                                                                                                   |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Calendar Description:</b><br>Through simulation, laboratory, and clinical experiences, this course will prepare students to manage the nursing care of surgical patients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | Admission to the Bachelor of Science in Nursing, NURS 104, NURS 105, NURS 106, HSC 113, and ENGL 105.                                                                                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            | NURS 201, NURS 202, and HSC 211.                                                                                                                                                                                                                                                                                                                                                                                                               |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td style="text-align: center;">20</td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td style="text-align: center;">180</td></tr> <tr><td>Supervised online activities</td><td style="text-align: center;">10</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>210</b></td></tr> </table> |            | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Tutorials/workshops |  | Supervised laboratory hours | 20 | Experiential (field experience, practicum, internship, etc.) | 180 | Supervised online activities | 10 | Other contact hours: |  | <b>Total hours</b> | <b>210</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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20         |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 180        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10         |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>210</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | <b>Expected Frequency of Course Offerings:</b><br>Fall and Winter<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                      |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Department / Program Head or Director:</b> Hannah MacDonald, Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            | <b>Date approved:</b> August 30, 2018                                                                                                                                                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Dean/Associate VP:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |     |                              |    |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                |  |

**Learning Outcomes:**

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

1. Assess dimensions of an individual(s).
2. Plan nursing care that promotes, preserves and restores well-being.
3. Prioritize nursing interventions.
4. Implement nursing interventions ensuring safety and comfort.
5. Utilize communication strategies to understand the meaning of the experience for the individual.
6. Apply principles of teaching and learning for the individual.
7. Collaborate as a member of the health care team.
8. Integrate course concepts utilizing critical thinking skills and appropriate resources.
9. Perform within UFV and agency policies, BCCNP Professional Standards, and Practice Standards.
10. Apply ethical and legal principles.
11. Demonstrate progression in clinical 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, Lab demonstration, skill practice, clinical/community experiences, small group seminar.

**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. Curren, A. M.                                  | Math for meds.                                                   | 11 <sup>th</sup> ed.   | Thomson Delmar    | 2015 |
| 2. Deglin, J. H., & Vallerand, A. H.              | Davis's drug guide for nurses.                                   | 12 <sup>th</sup> ed.   | Davis             | 2011 |
| 3. Jarvis, C.                                     | Pocket companion for physical examination and health assessment. | 2 <sup>nd</sup> Canad. | Saunders Elsevier | 2014 |
| 4. Lewis, S. M., Heitkemper, M., Derksen, S. R.   | Medical-surgical nursing in Canada.                              | 3 <sup>rd</sup> Canad  | Elsevier          | 2013 |
| 5. Lilley, L. L., Harrington, S., & Snyder, J. S. | Pharmacology and the nursing process in Canada.                  | 2 <sup>nd</sup> Canad  | Mosby             | 2011 |

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

Nursing uniforms and footwear.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Assignments: | 25% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 25% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 10% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):** Students must achieve 63% on the academic evaluation and satisfactory clinical performance to achieve credit in the course. Clinical indicators, clinical assignments, and skill performance.

As part of the clinical component of this course, students are required to write two critical reflections and an analysis of a patient's physiological presentation while utilizing academic writing standards.

**Typical Course Content and Topics**
**1. Laboratory**

- Health assessment
- Neurovascular assessment
- Surgical asepsis
- SC injections — no insulin
- Basic wound care, drains, sutures
- IV therapy
- Intermittent infusion devices
- Epidural/PCA

**2. Clinical**

Clinical experiences include surgical nursing units in hospital settings as well as observational experiences in OR, PACU, Surgical Day Care, and Ambulatory Daycare. May also include rehabilitation/restoration services in the community.

The clinical includes 12 weeks (180 hours) in a surgical setting.

## Supplemental Texts and Resource Materials Form

For use with the Official Undergraduate Course Outline Form, if more space is required for the **Typical Text(s) and Resource Materials** field.

|     | <u>Author (surname, initials)</u>                              | <u>Title (article, book, journal, etc.)</u>                                                     | <u>Current edition</u>   | <u>Publisher</u>                                   | <u>Year</u> |
|-----|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------|-------------|
| 1.  | Potter, P. A., Perry, A. G.,<br>Stockert, P. A., & Hall, A. M. | Canadian fundamentals of nursing.                                                               | 5 <sup>th</sup> ed.      | Elsevier                                           | 2014        |
| 2.  | Perry, A. G., Potter, P. A., &<br>Ostendorf, W. R.             | Nursing interventions and clinical skills.                                                      | 6 <sup>th</sup> ed.      | Mosby                                              | 2016        |
| 3.  | Van Leeuwen, A. M., &<br>Poelhuis-Leth, P. J.                  | Davis's comprehensive handbook of laboratory<br>and diagnostic tests with nursing implications. | 5 <sup>th</sup> ed.      | F. A. Davis                                        | 2013        |
| 4.  | Venes, D. (Ed.).                                               | Taber's cyclopedic medical dictionary.                                                          | 22 <sup>nd</sup> ed.     | F. A. Davis                                        | 2013        |
| 5.  | Porth, C. M.                                                   | Essential of pathophysiology                                                                    | 4 <sup>th</sup>          | Philadelphia:<br>Lippincott, Williams &<br>Wilkins | 2015        |
| 6.  |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 7.  |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 8.  |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 9.  |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 10. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 11. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 12. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 13. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 14. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 15. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 16. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 17. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 18. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 19. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 20. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 21. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 22. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 23. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 24. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 25. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 26. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 27. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 28. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 29. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |
| 30. |                                                                |                                                                                                 | <input type="checkbox"/> |                                                    |             |


**ORIGINAL COURSE IMPLEMENTATION DATE:**
**REVISED COURSE IMPLEMENTATION DATE:**

September 2019

**COURSE TO BE REVIEWED** (six years after UEC approval): June 2020

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> NURS 301                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Course Full Title:</b> Health and Wellness: Maternal/Child<br><b>Course Short Title:</b> Maternal/Child<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 Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Department (or program if no department):</b> Bachelor of Science in Nursing Program; Health Sciences                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Calendar Description:</b><br>In this course the concept of health, environment, and person will be explored with a focus on the care of families during perinatal period and during childhood.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Admission to the Bachelor of Science in Nursing, NURS 204, NURS 205, and NURS 206.                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NURS 300 and NURS 303.                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">10</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 style="text-align: center;">20</td> </tr> <tr> <td>Other contact hours: Concept-based teaching activities</td> <td style="text-align: center;">30</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                                                                                                                                                                                                                                                                                                                                                                                                                          | 10 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 20 | Other contact hours: Concept-based teaching activities | 30 | <b>Total hours</b> | <b>60</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 <i>(If yes, fill in transfer credit form.)</i> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 10                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 20                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Other contact hours: Concept-based teaching activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 30                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <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>Fall, Winter, and Summer<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Department / Program Head or Director:</b> Hannah MacDonald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Date approved:</b> August 30, 2018                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Dean/Associate VP:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Date approved:</b> November 5, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |    |                                                        |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |

## Learning Outcomes:

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

1. Examine individuals and families with a focus on growth and development during the perinatal period and childhood.
2. Analyze physiological and psychosocial health concepts related to nursing care during the perinatal period and childhood.
3. Analyze the impact of the environment on childbearing families and children.
4. Examine the development of health policy.
5. Explore alterations in family processes during the perinatal period and childhood illness.

## 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 discussion, online instruction

**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. | Lilley, L. L., Harrington, S., & Snyder, J. S.                                                    | Pharmacology and the nursing process in Canada | 3 <sup>rd</sup> ed              | St. Louis, MO: Mosby | 2016         |
| 2. | Perry, S. E., Hockenberry, M.J., Lowdermilk, D. L., Wilson, D., Keenan-Lindsay, L., & Sams, C. A. | Maternal child nursing care in Canada          | <sup>t</sup> 2 <sup>nd</sup> ed | Toronto: Elsevier    | 2017<br>2017 |
| 3. | Ross-Kerr, J. C., Wood, M., Astle, B. J., & Duggleby, W. (Eds.).                                  | Canadian fundamentals of nursing               | 5 <sup>th</sup> ed              | Toronto: Mosby       | 2014         |
| 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:    | 40% | Academic Paper | 25% | Field experience: | % | Portfolio:                 | %    |
| Midterm exam:  | 25% | Project:       | %   | Practicum:        | % | Other: Preclass/Activities | 10%  |
| Quizzes/tests: | %   | Lab work:      | %   | Shop work:        | % | Total:                     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

1. Environment
  - Child poverty
  - Social and political supports
  - Environmental factors that impact human development
  - Home safety for children
  - Health policy development and frameworks
  - Canadian Institute for Health Information
2. Person: Family
  - Intro to family strengths assessment
  - Effect of family on healthy childhood development
3. Person: Community/Population
  - Community supports for families
4. Health: Culture
  - Culturally safe care when caring for childbearing families

5. Health: Human Development
  - Developmental stages from embryo to adolescent
  - Changes in the female related to childbearing
  - Genetics: impact on development
  - Effects of illness on development
6. Health: Pain/Comfort
  - Management of intrapartum and postpartum pain
  - Assessment of pain in neonates, infants, children and adolescents
  - Sleep-Rest
    - Neonate, infant, child and adolescent — normal patterns
    - New parent
7. Health Oxygenation & Perfusion
  - Intrauterine to extrauterine oxygenation
  - Asthma
  - SIDS
  - Maternal hemorrhage
  - Perfusion changes to newborn
  - Jaundice
  - Hypertension in pregnancy
8. Nutrition and Metabolism
  - Nutritional needs of the neonate, infant, child and adolescent
  - Type 1 diabetes
  - Gestational diabetes
9. Infection, Immunity, and Thermoregulation
  - Meningitis
  - Maternal child infection
  - Childhood immunizations
  - Active/passive immunity to fetus
  - Neonatal thermoregulation
10. Mobility and Intracranial regulation
  - CP
  - Seizures
11. Fluid and Electrolytes and Acid Base
  - Dehydration
  - Diarrhea
12. Reproduction and Sexuality
  - Pregnancy — normal/abnormal, planned/unplanned
  - Technologies (IVF)
  - Infertility
  - Contraception
  - Sexuality — childbearing and adolescent
13. Health: Stress & Coping, Grief & Loss, Cellular Regulation and Cognition
  - Hospitalized child
  - Loss of a fetus, child or a child born with a disability
  - Neonatal adaptation syndrome
14. Health: Mood and Violence
  - Perinatal mood disorders
    - IPV
  - Adolescent mental health/self esteem
  - Eating Disorders
  - Depression and Anxiety
    - Suicide
  - Child Abuse

\* Concept analysis will be applied to an unfolding family case.

**Memo for Program Changes**

To: UEC/ Campus Wide Consultation

From: Dawna Williams PN/ HCA program coordinator, Co-chair of Health Sciences Faculty Council Curriculum Committee

Date: October 4, 2018

**Subject: Program change: Health Care Assistant Certificate program admission requirements**

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): Provincial registry has changed language regarding English language proficiency and testing benchmarks. These changes should clarify the English requirement and the testing benchmarks required. The requirement for Red Cross or St. John's first aid has been removed so students can complete their first aid courses at other institutions that provide these offerings. Additionally, the need for Health Care experience prior to admission has been removed as students are consistently unable to obtain 30 hours of volunteer experience prior to beginning the seven month HCA program. Agencies that accept volunteers require students complete at minimum 75 hours of volunteer experience. This places a hardship on students who are trying to juggle volunteer experience with working prior to entering the program. Other programs in the province do not require volunteer time prior to admission. Removing this component brings the UFV HCA program in line with the other HCA programs in the province.
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? 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? The HCA program struggles to fill

seats each semester and it is expected that these changes will increase the number of applicants to the HCA 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? 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

**CWC comments and responses:**

- With respect to the English Proficiency it is recognized that the proponents are adopting language from the Provincial Authorities, although their core requirement is English 10. However, as proposed it is unnecessarily awkward, and can be difficult to understand. We feel that UFV can and should adjust our admission requirement to add clarity and consistency for native speakers. The entry for non-native speakers can stand. It may be worthwhile to refer applicants to the Ministry website of English Language proficiency as well.  
*We would like to keep the language - 'Applicants whose first language is English' and 'first language is not English' as this reflects the language used in the provincial curriculum. The mandated provincial curriculum was changed was to remove the terminology 'native english speakers' and was replaced with 'Applicants whose first language is English' etc.*
- If the HCA require all the items under "Other entrance requirements" for all applicants prior to an offer of admission being sent it would be helpful to clarify the entry so applicants understand the process and timing of how these are met. For example, the wording on the security clearance check is unclear.  
*We have clarified the security clearance check point to include 'prior to the start date'. Students are sent the criminal record check form with their notification of acceptance to the program. 'Other Entrance Requirements' is the same language used in our other two programs and we would like to keep it as is. These components aren't necessarily completed prior to initial registration depending on the student situation.*
- With respect to the drivers licence the practicalities of having a valid driver's licence and access to a vehicle are understood, but from the perspective of equity and access it should not be considered a requirement of admission to the program. It is entirely appropriate as an advisory

note, but unless it can be shown how it is required it should not remain as an entrance requirement.

*A valid driver's license is a requirement for admission as students are not able to take public transportation to clinical and practicum sites. They will often have confidential patient information that needs to be secured in the trunk of a vehicle as per Fraser Health guidelines. There is also a confidentiality component if students 'ride share' to client homes. These home visits are time sensitive and may be in different communities through the valley so public transportation is not a viable option. It is also important to consider that students are in class or clinical Monday – Friday from 0830-1600 so taking a driver's test while in the program is difficult. The compressed nature of this program requires that students are in attendance for all classes and clinical experiences. If a student is unsuccessful in obtaining their driver's license while in the program, then they would need to be withdrawn from the program, as they must be able to transport themselves to their client visits. Having two intakes a year provides flexibility with start dates allowing students time to complete the driver's test requirement prior to admission.*

## Entrance requirements

### Academic entrance requirements

1. Successful completion of one of the following academic prerequisites:
  - o Grade 11 with [one of Composition 11 11, Creative Writing 11, Literary Studies 11, New Media 11, Spoken Language 11 English First peoples 11](#), regular English 11 or ENGL 081
  - o B.C. secondary school graduation or equivalent ~~with regular English 11 or ENGL 081~~
  - o A minimum of 6 credits at post-secondary level
  - o Mature students, age 19 or over, will be considered if they meet the prerequisites for **ENGL 091**, **ENGL 099**, or **ENGL 105** at UFV
2. One of the following:
  - a. ~~Native English speakers~~[Applicants whose first language is English](#): seven years of education in an English-speaking environment (can be acquired in either consecutive or non-consecutive years). Applicants who have had four consecutive years of secondary or post-secondary education in an English-speaking environment will be given consideration to meet the [native English speaker-English as a first language](#) requirement.
  - b. ~~Non-native English speakers~~[Applicants whose first language is not English](#): ~~are~~ required to complete one of the following English language competencies:
    - The Test of English as a Foreign Language (TOEFL), IBT only: overall score of ~~88~~[76](#) with no score lower than 20 in Speaking and Listening and no score lower than ~~20~~[18](#) in Reading and Writing. Test must have been within the last two years.
    - International English Language Testing System (IELTS), Academic or General: overall score of 6 with a minimum of ~~6.5~~[5.5](#) in Speaking and Listening and no score lower than ~~6.5~~[5.5](#) in Reading and Writing. Test must have been within the last two years.
    - Canadian Language Benchmark Placement Test (CLB PT): Listening ~~87~~[87](#), Speaking ~~87~~[87](#), Reading ~~86~~[86](#), and Writing ~~86~~[86](#). Test must have been within the last ~~six months~~[year](#).
    - ~~Canadian English Language Proficiency Index Program (CELPIP), Academic or General: aggregate score of 4H or better, with 4H or better in Speaking and Listening and 4H or better in Reading and Writing.~~
    - ~~Canadian Academic English Language Assessment (CAEL): overall Score of 70~~[60](#), with no section less than 50. ~~Test must have been within the last 2 years.~~

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**Commented [DW1]:** We would like to keep the language - 'Applicants whose first language is English' and 'first language is not English' as this reflects the language used in the provincial curriculum. The mandated provincial curriculum was changed was to remove the terminology 'native english speakers' and was replaced with 'Applicants whose first language is English' etc.

## Other entrance requirements

1. Current ~~Red Cross standard first aid certificate or St. John's standard enhanced first aid certificate~~ Standard First Aid with CPR-C or Emergency First Aid with CPR-C or with CPR-HCP.
2. Submission of a signed health assessment indicating physical fitness and emotional stability. (Form will be provided at interview.)
3. Completion of an immunization program prior to the start date. Immunization forms will be included with the letter of acceptance. Proof of immunization must be received by the date specified.
4. Satisfactory interview with a program faculty member who may accept or defer acceptance based on:
  - o Knowledge of and motivation toward a career as a health care assistant
  - o Financial preparation
  - o Communication skills
5. ~~Health-care experience. Your health-care experience must consist of:~~
  - o ~~Experience as an employee working in a long-term care setting with elderly clients with a satisfactory reference; or~~
  - o ~~30 hours of volunteer experience with residents in a long-term care setting with a satisfactory reference.~~

~~(Applicants may use the reference form attached to the back of the HCA program application form.)~~
6. ~~5.~~ Satisfactory written reference (work or personal).
7. ~~6.~~ ~~Successful~~ Completion of a security clearance check prior to the start date. Criminal records check forms will be included with letter of notification of acceptance to the program.
8. ~~7.~~ ~~A~~ valid driver's licence (learner's licence is not acceptable) and reliable transportation to all clinical sites.
9. ~~8.~~ Students must be familiar with computers and associated technology to answer emails, access course documents, complete assignment and access online workplace training orientation modules.

**Commented [DW2]:** 'Other Entrance Requirements' is the same language used in our other two programs and we would like to keep it as is. These components aren't necessarily completed prior to initial registration depending on the student situation.

**Commented [DW3]:** A drivers licence is a requirement for entry as students are not able to take public transportation to clinical and practicum sites. They will often have confidential patient information that needs to be secured in the trunk of a vehicle as per Fraser Health guidelines.

**BMemo for Program Changes**

To: UEC

From: Anthony Stea, Biology Department Head

Date: October 2018

**Subject: Program change (Biology Concentrations)**

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: *revise credit requirements from 14-16 to 12-16*
2. Rationale for change(s): *To maintain consistency through all three biology concentrations and update required courses*
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:
4. What consideration has been given to indigenizing the curriculum? *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?
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?
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.)
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.
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.

## **Biology major concentrations**

### **Pre-Medicine/Pre-Veterinary concentration**

The Pre-Medicine/Pre-Veterinary concentration does not guarantee admission into a medical or veterinary school program. The concentration requires more course work than is usually required for Canadian medical or veterinary programs. However, the Biology department advises that the courses in this concentration will better prepare students for both writing the Medical College Admissions Test (MCAT) and pursuing a career in medicine or veterinary medicine. Students interested in this concentration should consult with an Advisor for program planning.

The Pre-Medicine/Pre-Veterinary concentration requires completion of the following courses as part of a Biology major or Biology Honours program:

CHEM 214, BIO 309,  
 BIO 320  
~~—STAT 106 or MATH 270/STAT 270 (see Note)~~  
 Any two courses of ENGL 105 or above  
~~Any one Microbiology course~~  
~~—PHYS 105, or both PHYS 111 and 112~~  
~~PSYC 101~~

Plus four courses (12-16 credits) from:

BIO ~~280~~, 305, 306, 312, ~~315, 330~~, 350, ~~380~~, 383, 385, 415, 425, 448  
 KIN 215, 270, 272, 370  
~~PSYC 102~~  
 BIO special topics course or directed studies course designed for credit under the Pre-Medicine/Pre-Veterinary concentration (contact the department for more information)

~~Note: The Biology major accepts STAT 104 as a statistics requirement, but the Pre-Medicine/Pre-Veterinary concentration requires STAT 106 or MATH 270/STAT 270.~~

### **Cellular, Molecular, and Genetics concentration**

In addition to the courses required for a Biology major or Biology Honours, this concentration requires completion of the following:

BIO 320, 401

Plus four courses (12-16 credits) from:

BIO 309, 312, ~~325, 326~~, 350, ~~402~~, 403, 406, 407, 414, 415, ~~416~~, 425, 448  
~~BIO 408, 409, 499 (appropriate topic)~~  
~~—BIO special topics course or directed studies course designed for credit under the Cellular, Molecular, and Genetics concentration (contact the department for more information)~~  
~~BIO special topics course designated for credit under the Cellular, Molecular, and Genetics concentration~~  
~~—CHEM 350~~

**Ecology and Biology of Organisms concentration**

In addition to the courses required for a Biology major or Biology Honours, this concentration requires completion of the following:

BIO 310, ~~312~~, 416

Plus four courses (1~~2~~<sup>4</sup>-16 credits) from:

BIO 301, 305, 306, 307, 308, ~~312~~, ~~315~~, ~~319~~ ~~326~~, 330, 335, 340, ~~357~~, 360, 370, 380, 385, 390, 410, ~~417~~, 419, ~~426~~, 430, 477

BIO special topics course or directed studies course designed for credit under the Ecology and Biology of Organisms concentration (contact the department for more information)

NOTE: A maximum of two upper-level courses (up to 8 upper-level credits) may be shared between any two concentrations (see Regulations and Policies section of Academic Calendar). —BIO 408, 409, 499 (appropriate topic)

—BIO special topics course designated for credit under the Ecology and Biology of Organisms concentration

**Memo for New Course**

To: UEC

From: Christine Slavik, Department Head, Child, Youth and Family Studies

Date: September 6, 2018

**Subject: Proposal for new course Child Protection Practice in Child and Youth Care**

1. Rationale for new course:

The Child and Youth Care program were one of the original participants in the Education Alliance in BC that developed the Child Protection/Child Welfare Specialization. The Ministry of Advanced Education, Ministry for Children and Family Development, the CYC Education Consortium of BC, and Social Work in the province, came together to determine how best to prepare graduates for work in child protection. It was determined that understanding law, legislation and the development of specific child protection practice skills are an integral part of academic preparation for this career specialization.

Previously students completing the Child Protection Specialization in the BA in CYC needed to take two courses offered by the School of Social Work and Human Services at UFV, SOWK 312 and SOWK 412, in order to meet the above mentioned knowledge requirements before requesting a practicum placement with MCFD.

In the fall of 2017, the CYC degree introduced first year entry (previously students began the program at 2<sup>nd</sup> year) and number of new core courses to the degree. To align with our consortium partners we added an introductory law course, CYC280, for all CYC degree program students. CYC students wanting to specialize in Child Protection still needed to take a second law course. In order to take the more advanced course in Social Work, SOWK 412, students needed to the prerequisite SOWK 312. This meant that CYC students ended up taking three law courses and sometimes taking more elective credits than they needed to graduate with the degree.

Again considering alignment with our consortium partners, the CYC program decided it would benefit CYC students to develop a second law course, specific to Child Protection and CYC, to meet the needs of our students completing the CP specialization.

2. How this new course fits into program(s):

CYC380 will be a specialty elective within the BA in CYC. Students completing the Child Protection Specialization will be required to take the course. Other CYC students may take the course as an upper level elective in their program.

The department will be initiating a program change request for the Child Protection Specialization stream of the BA in CYC.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The learning outcomes for CYC380 directly relate to the Child Protection Specialization by addressing the statutory framework and practice skills in child protection. Students will have opportunities to develop skills in case consultation, investigative interviewing, preparing for court, providing evidence, and alternate dispute resolution. This knowledge and skills are prerequisites for students applying for a practicum with MCFD.

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

5. Which program areas have been consulted about the course?

The School of Social Work and Human Services

6. If a new discipline designation is required, explain why: N/A

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

The curriculum includes an exploration of the social, historical, political and constitutional context in which the child protection system operates. Students will apply a framework that considers indigenous self-determination and analyze the manner in which the state regulates children and youth in varying contexts including: historical, social, political, and the impacts upon social context (esp. Aboriginal, race, poverty, and gender issues). The curriculum considers social justice in the context of children, youth and families who are marginalized or at risk. With this knowledge and skills development students may also apply for and complete their Child Protection practicum with a Delegated Aboriginal Authority.

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
- b. Class size limit: 24
- c. Frequency of offering: Annually
- d. Resources required (labs, equipment): N/A

This course will be run annually as an elective for students completing the Child Protection Specialization. If other non-CPS CYC students want to take the course as an elective credit then we will run the course on a cost recovery basis. When needed the course delivery can be as a Directed Independent Study section.

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

Students will need to be able to attend court sessions for part of the course work and to complete assignments. This information will be announced in the timetable and students will be required to use their own transportation at their own cost.

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

Typical costs will be tuition for a 3 credit course, textbook approximately \$30 and transportation costs to court visits (either using personal vehicle or public transportation).



ORIGINAL COURSE IMPLEMENTATION DATE: September 2019  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2025  
 Course outline form version: 05/18/2018

## 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> CYC 380                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Course Full Title:</b> Child Protection Practice<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department:</b> Child, Youth and Family Studies                                                                                                                                                                                            |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Calendar Description:</b><br>The social, historical, political, and constitutional contexts in which the child protection system operates are examined. The statutory framework and practice skills of case consultation, investigative interviewing, preparing for court, providing evidence, and alternative dispute resolution are developed.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | Admission to the Bachelor of Arts in Child and Youth Care and C+ or better in each of (CYC 100 or ECE 100), CYC 101, (CYC 120 or ECE 120), CYC 125, CYC 167, CYC 168, CYC 202, CYC 210, CYC 220, CYC 203, CYC 275, CYC 280, and CYC 296.      |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <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: <b>CYC 360D</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, 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 style="text-align: center;">20</td></tr> <tr><td>Tutorials/workshops</td><td style="text-align: center;">15</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;">10</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>45</b></td></tr> </table> Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                         | 20 | Tutorials/workshops | 15 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 10 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | Lecture/seminar hours                                                                                                                                                                                                                         | 20 |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | Tutorials/workshops                                                                                                                                                                                                                           | 15 |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | Supervised laboratory hours                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 10        |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b> |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Maximum enrolment (for information only): 24</b><br><b>Expected Frequency of Course Offerings:</b><br>annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> October 2018                                                                                                                                                                                                            |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of posting:</b> November 16, 2018                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |

CYC 380

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:

- Interpret the provincial and federal legislation that govern children, youth, and families;
- Apply a framework that considers Indigenous self-determination;
- Analyze the manner in which the state regulates children and youth in varying contexts including: historical, social, and political, and the impacts upon social context (esp. Aboriginal, race, poverty, and gender issues);
- Define and distinguish the state systems that regulate children, youth, and families;
- Consider social justice in the context of children, youth, and families who are marginalized or at risk;
- Explain the ethical and legal accountability of CYC practitioners;
- Identify and demonstrate the process of investigative interviewing, including the documentation and presentation of the results in formal legal proceedings;
- Articulate the application of a continuum of dispute resolution skills including: family case conferences, mediation, "FACT" meetings and judicial case conferences; and
- Examine and apply appropriate advocacy skills in practice 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.*)

A combination of short lectures, guest presentations, class discussions/activities, and a field trip.

**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. Oliver, C.              | Strengths-Based Child Protection     | <input type="checkbox"/> | University of Toronto 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.*)

## Typical Evaluation Methods and Weighting

|                |   |              |     |                   |     |            |                   |
|----------------|---|--------------|-----|-------------------|-----|------------|-------------------|
| Final exam:    | % | Assignments: | 75% | Field experience: | 10% | Portfolio: | %                 |
| Midterm exam:  | % | Project:     | %   | Practicum:        | %   | Other:     | Court journal 15% |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | %   | Total:     | 100%              |

**Details (if necessary):**

## Typical Course Content and Topics

- Introduction to child protection
- The law of child protection and the court system(s)
- Aboriginal self-determination & child protection law
- Investigative interviewing and risk assessment
- Youth and the criminal justice system
- Written advocacy: Document preparation
- Oral advocacy: Testifying in court
- Alternative dispute resolution

**Memo for Course Changes**

To: UEC

From: Christine Slavik

Date: October 1, 2018

**Subject: Proposal for revision of CYC 167**

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: Pre or co-requisites: CYC 100 and 101 is too limiting for students wanting to take only CYC 167 in one semester. Therefore we would like it removed because it may be completed in a different order.
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): None.
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)? only CYC.
6. What consideration has been given to indigenizing the curriculum? Department is currently working toward a fulsome plan for indigenizing this curriculum.
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: no change
  - 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: n/a



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2003  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): February 2023  
**Course outline form version: 05/18/2018**

## 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> CYC 167                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                   |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Course Full Title:</b> Introduction to Working with Individuals in Child and Youth Care<br><b>Course Short Title:</b> Working with Individuals in CYC<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                                                                    |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Calendar Description:</b><br><p>Focuses on purposeful change in the lives of children and youth. Self-awareness, the importance and use of therapeutic relationships, the helping process model, and core communication skills are explored. Change theory, risk assessment, and crisis intervention are introduced.</p> <p>Note: Students with credit for CYC 267 cannot take this course for further credit.</p>                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | Admission to the Bachelor of Arts in Child and Youth Care or department head's permission.                                                                                                                                                                                                                                               |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <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: CYC 252A, <b>CYC 267</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                     |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                     |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <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;">35</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">10</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>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                    | 35 | Tutorials/workshops |  | Supervised laboratory hours | 10 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 35        |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 10        |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>45</b> |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Faculty Council approval:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |

**CYC 167**
**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:

- Identify personal beliefs, values and ethics related to child and youth care practice.
- Demonstrate the flexible use of a range of core communication and helping skills.
- Explain the nature of helping relationships.
- Apply a problem-solving approach for intervention and crisis management.
- Demonstrate the ability to foster the development of a therapeutic relationship.

**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, role play, presentation

**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. Ivey, A.E. & Ivey, M.B  | Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society | <input checked="" type="checkbox"/> | Brooks/Cole Publishing Co., Pacific Grove, CA. | 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.*)

Journals: Relational Child and Youth Practice

International Journal of Child, Youth and Family Studies

Web-based Resource: CYC Net

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 20% | Assignments: | 35% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | 30% | Practicum:        | % | Journal:   | 15%  |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |
|                |     |              |     |                   |   |            |      |

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

- Fundamentals of change
- Ways of Knowing
- Self-awareness in CYC
- Theoretical basis for understanding self in relationship
- Relationship
- The Helping process — a framework for CYC practice
- Micro-skills — listening, attending, observation, empathy, concreteness, immediacy, self-disclosure, confrontation
- Risk Assessment
- Crisis intervention & Suicide intervention

**Memo for Course Changes**

To: UEC

From: Christine Slavik

Date: October 1, 2018

**Subject: Proposal for revision of CYC 168**

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: Prerequisites: (C+ or better in each of [CYC 100 or ECE 100], CYC 101 & CYC 167) is too limiting for a 1<sup>st</sup> year course because it may be completed at a different time, the prerequisites must be waived. Therefore we would like it removed because it is not 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): None.

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)? CYC.

6. What consideration has been given to indigenizing the curriculum? Department is currently working toward a fulsome plan for indigenizing this curriculum.

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: no change

- 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: n/a

**CWC comment and response:**

- This seems to be a big change in prerequisites. Is it the case that the other courses are not necessary for success in CYC 168?  
*Yes correct, the other courses are not necessary.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2003  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): October 2021  
**Course outline form version:** 05/18/2018

## 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> CYC 168                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Course Full Title:</b> Social Constructs of Families and Groups<br><b>Course Short Title:</b> Families and Groups in CYC<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Calendar Description:</b><br>Focuses on how groups and families are constructed in Canadian society. Group, family, and community services will be explored in context. Cycles of family violence will be explored.<br><br>Note: Students with credit for CYC 268 cannot take this course for further credit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Admission to the Bachelor of Arts in Child and Youth Care.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <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: <b>CYC 252B, CYC 268</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><br><b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i><br><br><b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit<br><br><b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i> |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Lecture/seminar hours</td> <td style="width: 20%; text-align: center;">26</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">19</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>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Lecture/seminar hours | 26 | Tutorials/workshops | 19 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 19                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |

**CYC 168**
**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:

- Socially locate themselves and others in the context of family and groups.
- Explain group and family dynamics.
- Express how effective communication skills and change theory can be applied in helping relationships with groups and with families.
- Describe skills for developing safe, supportive helping environments.
- Relate the impact of child abuse and neglect and cycles of family and community violence.
- Access information about community services available to children, youth, and families.

**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, video demonstration. Lab time (role playing & helping practice), community interaction, practice time.

**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. Cheal, David            | Canadian Families Today, New Perspectives, 3 <sup>rd</sup> Ed. | <input checked="" type="checkbox"/> | Oxford University, Don Mills, ONT | 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.*)

None

**Typical Evaluation Methods and Weighting**

|                                                  |     |                                                  |     |                                    |   |            |      |
|--------------------------------------------------|-----|--------------------------------------------------|-----|------------------------------------|---|------------|------|
| Final exam:                                      | 20% | Assignments:                                     | 20% | Field experience:                  | % | Portfolio: | %    |
| Midterm exam:                                    | %   | Lab work                                         | 10% | Practicum:                         | % | Other:     | %    |
| Developmental group Activity planning in CYC:15% |     | Creating therapeutic milieu in CYC practice: 15% |     | Role of CYC in family support: 20% |   | Total:     | 100% |

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

- Various family and parenting styles
- Introduction to group dynamics
- Personal values as they relate to family and group practice
- Diversity and inclusive practice in CYC
- Using effective communication skills with families and groups
- Creating a therapeutic milieu
- Awareness of families in crisis
- Child and abuse and neglect/cycles of violence
- Community service delivery

**Memo for Course Changes**

To: UEC

From: Christine Slavik

Date: October 1, 2018

**Subject: Proposal for revision of CYC 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: Prerequisites: Somehow the “Admission to the BACYC” was removed by accident and we would like to add it back in. Also because that phrase was removed we had a few non-program students take this course over our program students.
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): None.
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)? CYC.
6. What consideration has been given to indigenizing the curriculum? Department is currently working toward a fulsome plan for indigenizing this curriculum.
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: no change
  - 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: n/a



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2003  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): October 2021  
**Course outline form version:** 05/18/2018

## 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> CYC 210                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Professional Practice Issues in Child and Youth Care<br><b>Course Short Title:</b> Prof Practice Issues in CYC<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Explores CYC professional practice within the context of ethics, professional identity, and interdisciplinary approach. Skills for communication are emphasized throughout the course as well as workplace standards for documentation. Legislation governing CYC practice is reviewed.                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | Admission to the Bachelor of Arts in Child and Youth Care, C+ or better in both CYC 101 and CYC 220, and one of the following: departmentally-approved certificate or diploma, 30 university-level credits, or department head's permission.                                                                                                                                                                                                                                                                                              |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <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: <b>CYC 200B</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" 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;">26</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">19</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>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 26 | Tutorials/workshops | 19 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 26        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 19        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Labs to be scheduled independent of lecture hours:</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |

CYC 210

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:

- Analyze their role as a professional within the context of ethical child and youth care practice
- Identify the responsibilities of a child and youth care practitioner in functioning in a team.
- Discuss appropriate actions based upon documented observations of behaviour within the context of child and youth care practice
- Demonstrate critical thinking skills in professional presentations (oral & written)
- Access legislation and codes of ethics governing child and youth care practice

## 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, case study, video, small group work and debate, community interaction

**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. Peterson, M.R.          | At Personal Risk-Boundary Violations in Professional-Client Relationships. | <input checked="" type="checkbox"/> | W.W. Norton & Company Inc. | 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.*)

None.

## Typical Evaluation Methods and Weighting

|                             |                                     |                       |              |
|-----------------------------|-------------------------------------|-----------------------|--------------|
| Final exam: 20%             | Assignments: 15%                    | Field experience: %   | Portfolio: % |
| Midterm exam: %             | Project: %                          | Practicum: %          | Other: %     |
| Observational analysis: 20% | Ethical decision-making debate: 25% | Article critique: 20% | Total: 100%  |

## Details (if necessary):

## Typical Course Content and Topics

- Critical thinking, critical reading
- Ethical practice, ethical decision-making and values
- Data collection
- Observational strategies & recording formats
- Reporting strategies
- Client's role on the treatment team
- Professional privilege
- Effects of unethical practice
- A process for ethical decision-making
- Boundary violations
- Working with a team
- Influence of organizations on the practitioner
- Critical writing, professional writing
- Role of professional associations, codes of ethics and legislation
- Professional development

**Memo for Course Changes**

To: UEC

From: Christine Slavik

Date: October 1, 2018

**Subject: Proposal for revision of CYC 220**

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: Prerequisites: Add: Admission to the BACYC has been removed by accident and we need to have it in to ensure non-program students don't take the course over our program students.
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): None.
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)? CYC.
6. What consideration has been given to indigenizing the curriculum? Department is currently working toward a fulsome plan for indigenizing this curriculum.
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: no change
  - 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: n/a



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2003  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): October 2021  
**Course outline form version:** 05/18/2018

## 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> CYC 220                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                   |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Theoretical Foundations for Child and Youth Care.<br><b>Course Short Title:</b> Theoretical Foundations for CYC<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                    |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Introduces theories of planned change within the context of key perspectives of CYC practice. Intentional use of theory for individual, family, and organizational change will be covered, and students will discover their current theoretical orientation.                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                          |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | Admission to the Bachelor of Arts in Child and Youth Care, C+ or better in CYC 101, and one of the following: departmentally-approved certificate or diploma, 30 university-level credits, or department head's permission.                                                              |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <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: <b>CYC 200A</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" 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: right;">39</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: right;">6</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: right;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 39 | Tutorials/workshops | 6 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 39        |                                                                                                                                                                                                                                                                                          |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 6         |                                                                                                                                                                                                                                                                                          |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                          |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                          |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                          |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                          |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>45</b> |                                                                                                                                                                                                                                                                                          |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                     |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                     |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                   |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                   |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                    |    |                     |   |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |

**CYC 220**

**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 constructs of several major planned change theories.
- Apply these theories to CYC practice situations and diverse populations at a beginning level.
- Identify how each change theory studied fits with CYC perspectives and values.
- Evaluate how planned change theory and developmental theories differ.
- Explain how diversity, ecological environment, and development influences human behaviour and the choice of planned change theories.
- Discuss a systems orientation to personal and organizational change, and how it can be applied to CYC practice.
- Articulate the core components of their current theoretical perspective and how they apply to CYC practice.

**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, case study, and small group work..

**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. Smith, E. J.            | Theories of counseling and psychotherapy:<br>An integrative approach. | <input checked="" type="checkbox"/> | Thousand Oaks, CA:<br>Sage Publications, Inc. | 2012 |
| 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.*)

None

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                       |     |            |      |
|----------------|-----|--------------|-----|-----------------------|-----|------------|------|
| Final exam:    | 30% | Assignments: | 25% | Field experience:     | %   | Portfolio: | %    |
| Midterm exam:  | 20% | Project:     | %   | Practicum:            | %   | Other:     | %    |
| Quizzes/tests: | 15% | Lab work:    | %   | Participation assign: | 10% | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

- Introduction to theoretical foundations.
- CYC perspectives.
- Planned Change Theories:
  - Psychoanalytic,
  - Attachment,
  - Adlerian,
  - Person-Centred,
  - Behavioural
  - Cognitive Behavioural,
  - Reality,
  - Feminist,
  - Systemic,
  - Post Modern, and
  - Circle of Courage.
- Relationship between a developmental perspective and planned change theories.

**Memo for Course Changes**

To: UEC

From: Christine Slavik

Date: October 1, 2018

**Subject: Proposal for revision of CYC 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: **Note:** This course is offered either as CYC 310 or CYC 310A & CYC 310B. When run as a full year course, CYC 310A is normally offered September to December and CYC 310B follows in January to April. CYC 310B must be taken in the same academic year as CYC 310A. Students must take both CYC 310A & CYC 310B to receive credit. In the Summer semester it can be listed as CYC 310.**Prerequisite/corequisite** change: instead of “all 200 level courses need to be completed” completion of CYC 202, 203, 210, 220, 275, 280, 296.**Pre-co requisite:** delete CYC 321, 341 (formerly CYC 301A, 301B CYC 338a, 338B) because these have been discontinued.

Also, add CYC 340, 368, 320, 367. – this change is because of the order the courses are being offered because of our major curriculum change in 2017.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): None.
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)? CYC.
6. What consideration has been given to indigenizing the curriculum? Department is currently working toward a fulsome plan for indigenizing this curriculum.
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: no change
  - 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: n/a

**CWC comment and response:**

- Learning outcome #7: will the meaning of “at least one setting” be clear to students?  
*Yes, this is a practicum.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2003  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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> CYC 310<br>(also offered as CYC 310A/CYC 310B)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Number of Credits:</b> 6 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Course Full Title:</b> Supervised Practicum<br><b>Course Short Title:</b> Supervised Practicum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Calendar Description:</b><br>This supervised practicum requires students to work directly with children/youth in order to promote professional skill acquisition and integration. Emphasis is placed on observation and recording skills, understanding the structure and functioning of a service agency, and fostering an awareness of professional functioning in relation to children, youth, and agency workers. Attention will also be given to development of beginning-level case planning, intervention, and case presentation skills with both one-to-one and group focus.<br><br>Note: This course is offered either as CYC 310 or CYC 310A & CYC 310B. When run as a full year course, students must take both CYC 310A and CYC 310B in the same academic year to receive credit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Admission to the Bachelor of Arts in Child and Youth Care, CYC 202, CYC 203, CYC 220, CYC 275, CYC 210, CYC 280, and CYC 296.                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CYC 320, CYC 340, CYC 367, and CYC 368.                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <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> </td> <td style="width: 50%; vertical-align: top;"> <b>Special Topics</b> (<i>Double-click on boxes to select.</i>)<br/>                     This course is offered with different topics:<br/> <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>If yes, topic will be recorded when offered.</i>)                 </td> </tr> <tr> <td></td> <td> <b>Independent Study</b><br/>                     If offered as an Independent Study course, this course may be repeated for further credit: (<i>If yes, topic will be recorded.</i>)<br/> <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes, repeat(s)    <input type="checkbox"/> Yes, no limit                 </td> </tr> <tr> <td></td> <td> <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 outline for (re)articulation:<br/> <input checked="" type="checkbox"/> No    <input type="checkbox"/> Yes (<i>If yes, fill in transfer credit form.</i>)                 </td> </tr> <tr> <td></td> <td> <b>Grading System</b><br/> <input checked="" type="checkbox"/> Letter Grades    <input type="checkbox"/> Credit/No Credit                 </td> </tr> <tr> <td></td> <td> <b>Maximum enrolment (for information only):</b> 16<br/> <b>Expected Frequency of Course Offerings:</b><br/>                     Twice a year (<i>Every semester, Fall only, annually, etc.</i>)                 </td> </tr> </table> |                                                                                                                                                                                                                                                                                                                                                                    | <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> ( <i>Double-click on boxes to select.</i> )<br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>If yes, topic will be recorded when offered.</i> ) |                     | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: ( <i>If yes, topic will be recorded.</i> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |                             | <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 outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ( <i>If yes, fill in transfer credit form.</i> ) |                                                              | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |                              | <b>Maximum enrolment (for information only):</b> 16<br><b>Expected Frequency of Course Offerings:</b><br>Twice a year ( <i>Every semester, Fall only, annually, etc.</i> ) |                      |  |                    |            |
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| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 80%;">Lecture/seminar hours</td> <td style="width: 20%; text-align: center;">25</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;">150</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>175</b></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                    | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                    | 25                                                                                                                                                                                                                                                | Tutorials/workshops |                                                                                                                                                                                                                                                                                            | Supervised laboratory hours |                                                                                                                                                                                                                                                                                                                                                                    | Experiential (field experience, practicum, internship, etc.) | 150                                                                                                                  | Supervised online activities |                                                                                                                                                                            | Other contact hours: |  | <b>Total hours</b> | <b>175</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 25                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 150                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>175</b>                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                   |                     |                                                                                                                                                                                                                                                                                            |                             |                                                                                                                                                                                                                                                                                                                                                                    |                                                              |                                                                                                                      |                              |                                                                                                                                                                            |                      |  |                    |            |

**CYC 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:

- Practice (under supervision) basic child and youth care assessment and communication skills;
- Demonstrate use of a normative developmental perspective for planning and carrying out effective assessment and intervention strategies;
- Become involved in professional practice by contributing to professional knowledge and participating in professional organizations;
- Demonstrate how to turn theory into practice by devising, organizing, selecting, and accessing appropriate activities with children and youth;
- Demonstrate competency in the areas of developmental understanding and relationship building;
- Engage and develop respectful rapport with children, adolescents and/or their families;
- Have direct involvement with at least one setting and develop an awareness of a variety of other child and youth care settings; and
- Experience a model of high-level supportive supervision, have the opportunity to observe skilled and knowledgeable practitioners at work, and begin to develop their own CYC practitioner skills.

**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.)*

1. Field placement in a CYC setting
2. Field supervision
3. Seminar discussion and sharing.

**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             | Course Pack entitled "CYC 310 Supervised Practicum Field Guide" | <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.)*

Log book, Timesheets.

**Typical Evaluation Methods and Weighting**

|                |   |              |   |                   |     |            |      |
|----------------|---|--------------|---|-------------------|-----|------------|------|
| Final exam:    | % | Assignments: | % | Field experience: | 50% | Portfolio: | 50%  |
| Midterm exam:  | % | Project:     | % | Practicum:        | %   | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | % | Shop work:        | %   | Total:     | 100% |

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

1. Advocacy presentation
2. Log book
3. Midpoint self-evaluation
4. Final self-evaluation
5. Learning plan (goal-setting and evidence portfolio)
6. Field performance evaluation

**Memo for Course Changes**

To: UEC

From: Christine Slavik

Date: October 1, 2018

**Subject: Proposal for revision of CYC 395**

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: Prerequisites: changed to Admission to BACYC or permission of the department head. This is an elective course.
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): None.
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)? CYC.
6. What consideration has been given to indigenizing the curriculum? Department is currently working toward a fulsome plan for indigenizing this curriculum.
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: no change
  - 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: n/a

**CWC comments and responses:**

- Additional rationale for removing prerequisite courses should be provided. Is it true that no prior courses are required for success in this course? (Should a minimum number of university-level credits be required?)

*We want this course to be accessible to all students and community members.*

- Course title: suggest changing to something like “Teaching Healthy Relationships”, “Supporting Healthy Relationships Between Young People” or “Supporting Healthy Relationships as a CYC Worker”, if that is a more accurate description of the course.

*Course is done as a workshop so the students do learn about “developing healthy relationships”.*

- Calendar description: suggest changing “to help young people know how to” to “to help young people learn how to”. Also, “inclusive of diverse constructs of relationships” seems cumbersome. Could this be rephrased for better readability?

*Made some changes based on suggestions.*

- Learning outcomes: the initial sentence of the current course outline was revised to “Upon successful completion of this course, students will be able to help youth to”. This change should likely be retained in the revised version, as otherwise it appears that the course is, for instance, teaching UFV students how to choose their own friends.

*Revised as suggested.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2017  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval): February 2023  
 Course outline form version: 05/18/2018

## 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> CYC 395                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Course Full Title:</b> Developing Healthy Relationships in Child and Youth Care<br><b>Course Short Title:</b> Healthy Relationships in CYC<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Calendar Description:</b><br>Addresses issues of safety in all human relations, and guides students in psychoeducational strategies to help young people to learn how to choose friends, dates, and intimate partners, inclusive of diverse constructs of relationships.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | Admission to the Bachelor of Arts in Child and Youth Care, or department head's permission.                                                                                                                                                                                              |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" 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: right;">14</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: right;">21</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: field experience hours</td> <td style="text-align: right;">10</td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: right;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 14 | Tutorials/workshops | 21 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: field experience hours | 10 | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 14        |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 21        |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Other contact hours: field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 10        |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>45</b> |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                                             |    |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |

CYC 395

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 help youth to:

- Determine their role and responsibility in a human relationship.
- Choose friends with intention.
- Identify the warning signs of an unsafe relationship.
- Describe their comfort level regarding intimacy and sexuality.
- Decide on boundaries for relationships in their lives.
- Explain modern dating and expectations.
- Assess desirable characteristics of intimate partners.

**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, presentations, interviews, workshops, small group work

**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. Miller, R                                                              | Intimate Relationships                                      | <input type="checkbox"/>   | McGraw Hill Education | 2014 |
| 2. Gottman, J & Silver N                                                  | What Makes Love Last? How to Build Trust and Avoid Betrayal | <input type="checkbox"/>   | Simon & Schuster      | 2012 |
| 3. Bern, E                                                                | Games People Play: The Psychology of Human Relationships    | <input type="checkbox"/>   | Ballantine            | 2010 |
| 4. Gazda, G & Asbury, F & Balzer, F & Childers W & Phelps, R & Walters, R | Human Relationship Development: A Manual for Educators      | 6 <input type="checkbox"/> |                       |      |
| 5. Lane, T & Tripp, P                                                     | Relationships: A Mess Worth Making                          | <input type="checkbox"/>   | New Growth Press      | 2007 |

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

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | %   | Assignments: | 40% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 25% | Lab work:    | 35% | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

- Communication
- Conflict
- Friends and friendship
- Dating
- Sexuality
- Love and romance
- Stressors: money/time/kids
- Marriage: "till death us do part" and other ideas
- Power/control/manipulation
- Dependence/co-dependence
- Endings: separation, divorce, and death

**Memo for Course Changes**

To: UEC

From: Christine Slavik

Date: October 1, 2018

**Subject: Proposal for revision of CYC 402**

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: Prerequisites: completion of all 300-level CYC core courses should be changed to listing all 300 level core courses: CYC 310, 320, 330, 340, 367, 368.

Six year review resulted in new language and update of outcomes to align with CYCECBC.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): As above.
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)? CYC.
6. What consideration has been given to indigenizing the curriculum? New content has been added and consideration of Indigenous community based collaborations.
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: no change
- 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: n/a



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 2011  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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> CYC 402                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Course Full Title:</b> Community & Interdisciplinary Practice<br><b>Course Short Title:</b> Comm & Interdisciplinary Practice<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Calendar Description:</b><br>Develops the knowledge and skills to facilitate collaborative interdisciplinary teamwork and community development/capacity building with diverse communities, including Indigenous populations. Through experiential activities, students will reflect on their own experiences and professional/personal practices, as well as develop skills to enhance their leadership in creating collaborative and socially just environments.                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Admission to the Bachelor of Arts in Child and Youth Care, CYC 310, CYC 320, CYC 330, CYC 340, CYC 367, and CYC 368.                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" 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;">42</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: student directed learning</td> <td style="text-align: center;">3</td> </tr> <tr> <td><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 42 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: student directed learning | 3 | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 42        |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Other contact hours: student directed learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3         |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                                                |   |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |

CYC 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:

- Explain the various systems that support the wellbeing of diverse and Indigenous children, youth and families, and the supports and barriers to collaborative interdisciplinary practice.
- Identify disciplines that contribute to collaborative teams and the organizations that can assist in building community capacity.
- Describe several collaborative practice models and processes that facilitate successful teamwork to build the capacity of individuals, families, and communities, including processes that support Indigenous communities.
- Demonstrate a critical perspective on collaborative practice by participating in and evaluating a simulated interdisciplinary team.
- Apply strategies to address the power imbalances which limit the inclusion, voice, and choice of traditionally marginalized individuals and communities in decisions that impact them.
- Explain how to use social capital to facilitate community development through a trauma- and resiliency-informed lens.
- Initiate and participate in collaborative practices with community partners, such as networking, facilitating meetings, assessing and mobilizing strengths, identifying needs for services and programs, and responding to needs by helping to establish a project linked to community 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.*)

Lecture, guest speakers, presentations, role plays, and experiential learning activities, videos

**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. Brown, J. & Hannis, D.  | Community Development In Canada      | <input type="checkbox"/> | Pearson   | 2011 |
| 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.*)

Course Pack of readings by faculty

**Typical Evaluation Methods and Weighting**

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

**Details (if necessary):**

 Presentations 20%  
 Exams 20%  
 Essays 30%  
 Projects 30%

**Typical Course Content and Topics**

- Service learning, community development, and community capacity building.
- Principles and values of collaborative practice with families, professionals, and community.
- Systems that impact work with diverse and Indigenous children, youth and families, and systems change processes.
- Disciplines and community organizations that contribute to the well-being of children, youth, and families.
- Skills for collaborative teamwork.
- Leadership: engaging community, understanding and managing power, facilitating meetings, collaborative practice.
- Assessing the strengths and needs of team members.
- Using strengths to build capacity.
- Models of practice, such as Integrated Case Management, Wraparound, Restorative Justice, Family Conferencing, Appreciative Inquiry.
- Advocacy in community and collaborative practice.
- Communication and conflict resolution in teams.

**Memo for Course Changes**

To: UEC

From: Christine Slavik

Date: October 1, 2018

**Subject: Proposal for revision of CYC 410**

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: **Prerequisites:** Propose to add CYC 367, 368 because this course is a 4<sup>th</sup> year practicum and requires all 3<sup>rd</sup> year courses to be completed. Delete CYC 321 and CYC 341 as those two courses have been discontinued. **Pre or co-requisites:** we propose deleting CYC 402, 467, 468, 423 and 425 and keeping only CYC 469. This is because students complete these courses at different times and do not need to be listed under this category.

The hours have been adjusted to reflect that seminar is in addition to 300 hour site time.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): None.
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)? CYC.
6. What consideration has been given to indigenizing the curriculum? Department is currently working toward a fulsome plan for indigenizing this curriculum.
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: no change
- 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: n/a



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2003  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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> CYC 410<br>(also offered as CYC 410A/410B)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Number of Credits:</b> 6 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Course Full Title:</b> Advanced Practice in Child and Youth Care<br><b>Course Short Title:</b> Advanced Practice in CYC<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Calendar Description:</b><br>This supervised practicum focuses on application of learning. Students are placed in a professional area of interest to apply case-planning, intervention, and evaluation skills at an advanced level. Professional consultation, clinical functioning, and the integration of theory and practice are emphasized.<br><br>Note: This course is offered either as CYC 410 or CYC 410A & CYC 410B. When run as a full year course, students must take both CYC 410A and CYC 410B in the same academic year to receive credit.                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Admission to the Bachelor of Arts in Child and Youth Care and C+ or better in each of the following: CYC 310, CYC 320, and CYC 340.<br><br>Note: As of January 2020, prerequisites will change to: Admission to the Bachelor of Arts in Child and Youth Care and C+ or better in each of the following: CYC 310, CYC 320, CYC 340, CYC 367, and CYC 368.                                                                                                                                                                                      |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Pre/corequisites (if applicable, or NONE):</b> CYC 402 and CYC 469.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <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): <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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" 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;">26</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;">300</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>326</b></td> </tr> </table>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Lecture/seminar hours                                          | 26                                   | Tutorials/workshops             |                                        | Supervised laboratory hours                 |                                        | Experiential (field experience, practicum, internship, etc.) | 300                                       | Supervised online activities                            |                                       | Other contact hours: |  | <b>Total hours</b> | <b>326</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>326</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br><br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Maximum enrolment (for information only):</b> 16<br><b>Expected Frequency of Course Offerings:</b><br>Twice a year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Department / Program Head or Director:</b> Christine Slavik</td> <td style="width: 50%;"><b>Date approved:</b> September 2018</td> </tr> <tr> <td><b>Faculty Council approval</b></td> <td><b>Date approved:</b> October 12, 2018</td> </tr> <tr> <td><b>Dean/Associate VP:</b> Tracy Ryder Glass</td> <td><b>Date approved:</b> October 12, 2018</td> </tr> <tr> <td><b>Campus-Wide Consultation (CWC)</b></td> <td><b>Date of posting:</b> February 22, 2019</td> </tr> <tr> <td><b>Undergraduate Education Committee (UEC) approval</b></td> <td><b>Date of meeting:</b> March 1, 2019</td> </tr> </table> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Department / Program Head or Director:</b> Christine Slavik | <b>Date approved:</b> September 2018 | <b>Faculty Council approval</b> | <b>Date approved:</b> October 12, 2018 | <b>Dean/Associate VP:</b> Tracy Ryder Glass | <b>Date approved:</b> October 12, 2018 | <b>Campus-Wide Consultation (CWC)</b>                        | <b>Date of posting:</b> February 22, 2019 | <b>Undergraduate Education Committee (UEC) approval</b> | <b>Date of meeting:</b> March 1, 2019 |                      |  |                    |            |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                |                                      |                                 |                                        |                                             |                                        |                                                              |                                           |                                                         |                                       |                      |  |                    |            |

**CYC 410**

**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:

- Assess the experience of working directly with children, adolescents, and/or their families;
- Distinguish a variety of child and youth care agencies and programs;
- Relate theory to practice;
- Apply case assessment, planning, intervention, and evaluation skills;
- Demonstrate appropriate professional and ethical behavior within an applied setting;
- Appraise the level of supportive supervision concerning clinical and professional functioning;
- Examine the role of the child and youth care worker in relation to other human service professionals; and
- Analyze the development learning experience with increasing levels of responsibility and self-direction.

**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.*)

Field placement and seminar.

**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.                         | Student Practicum Field Manual       | <input type="checkbox"/> | online    | updated yearly |
| 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.*)

Evaluation forms — online

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |     |                    |      |
|----------------|---|--------------|-----|-------------------|-----|--------------------|------|
| Final exam:    | % | Assignments: | 10% | Field experience: | %   | Portfolio:         | 10%  |
| Midterm exam:  | % | Project:     | %   | Practicum:        | 50% | Integrated assign: | 10%  |
| Quizzes/tests: | % | Case Plan    | 10% | Seminar:          | 10% | Total:             | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

- Relevance of context for developing communication strategies, both orally and written;
- Reporting and recording systems and strategies for CYC work with individuals or groups;
- Knowledge regarding case development, evaluating, supervising, and mentoring other practitioners in various activities, environments, and organizations;
- Critical reflection and ethical reasoning in practice with children, youth, and families;
- Personal practice philosophy; and
- Ethical implications of various systems of care, prevention, and intervention.

**Memo for Course Changes**

To: UEC

From: Christine Slavik

Date: October 1, 2018

**Subject: Proposal for revision of CYC 411**

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: Prerequisites: Delete Admission to a Certificate of Extended Studies in CYC, and we can simply have “completion of the BACYC or permission of the department head”.

The requirements have changed and this will reflect on the change of hours as well as the calendar description and evaluation methods.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): None.

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)? CYC.

6. What consideration has been given to indigenizing the curriculum? Department is currently working toward a fulsome plan for indigenizing this curriculum.

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: no change

- 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: n/a

**CWC comments and responses:**

- Prerequisites: should all BA CYC graduates now be able to take this course without additional permission?  
*No, permission will be needed.*
- Hours: changing lecture hours from 50 to 0 seems unusual. Is this correct?  
*Yes, there is no face to face contact.*
- Why is there such a large range for total course hours? (Hours also do not add up correctly.)  
*Different settings require different number of hours. i.e. Child Protection 400 hours and Child Life 600 hours.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** May 2012  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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> CYC 411                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                | <b>Number of Credits:</b> 6 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                   |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Supplemental Practicum in CYC<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                | <b>Department (or program if no department):</b> CYFS                                                                                                                                                                                                                                    |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>This supplemental practicum is for students taking an additional CYC practicum as part of a post-degree option. It focuses on the application of learning. It provides an opportunity to apply case-planning, intervention, and evaluation skills at an advanced level. Professional consultation, clinical functioning, and the integration of theory and practice are emphasized.                                                                                                                                                                                     |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                | Completion of the Bachelor of Arts in Child and Youth Care or department head's permission.                                                                                                                                                                                              |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" 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></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td>400–600</td> </tr> <tr> <td>Supervised online activities</td> <td>25</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td><b>425–625</b></td> </tr> </table> |                | Lecture/seminar hours                                                                                                                                                                                                                                                                    |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 400–600 | Supervised online activities | 25 | Other contact hours: |  | <b>Total hours</b> | <b>425–625</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 outline for (re)articulation:<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.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 400–600        |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 25             |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>425–625</b> |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                | <b>Maximum enrolment (for information only):</b> 16<br><b>Expected Frequency of Course Offerings:</b><br>annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                     |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Christine Slavik                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                   |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                | <b>Date approved:</b> October 12, 2018                                                                                                                                                                                                                                                   |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                    |  |                     |  |                             |  |                                                              |         |                              |    |                      |  |                    |                |                                                                                                                                                                                                                                                                                                                                          |  |

CYC 411

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:

- Use CYC practice perspectives in working with children, adolescents, and/or their families;
- Describe how their practicum setting connects to child and youth care agencies/programs;
- Relate theory to practice within CYC settings;
- Apply case-assessment, planning, intervention, and evaluation skills;
- Demonstrate professional and ethical behaviour within an applied setting;
- Utilize supervision, professional functioning, and collaborative teamwork in their practice;
- Articulate the role of the child and youth care practitioner in relation to other human service professionals; and
- Demonstrate increasing levels of responsibility and self-direction in the field.

## 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.)*

Field placement in a CYC setting  
Field supervision  
Online seminar discussion and sharing

**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. ----                    | Practicum handbook and evaluation forms | <input type="checkbox"/> | online    |      |
| 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% | Field experience: | 60% | Portfolio: | %    |
| Midterm exam:  | % | Project:     | 20% | Practicum:        | %   | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | %   | Total:     | 100% |

## Details (if necessary):

- Completion of learning modules/competencies
- Two formal evaluations
- Reflective practice assignment

## Typical Course Content and Topics

- Relevance of context for developing communication strategies, both orally and in written form;
- Reporting and recording systems and strategies for CYC practice with individuals or groups;
- Case development, evaluation, supervision, and mentoring of other practitioners in various activities, environments, and organizations;
- Reflective practice and ethical reasoning in practice with children, youth, and families;
- Personal/professional practice philosophy; and
- Ethical implications of various systems of care, prevention, and intervention.

**Memo for Course Changes**

To: UEC

From: Christine Slavik, CYFS Department Head

Date: September 17, 2018

**Subject: Proposal for revision of CYC 394**

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 cross-listing

2. Rationale for change: This course was originally cross-listed with SOWK 394, and was offered between 2001 and 2003. It has since been replaced in the CYC program with CYC 203 (formerly CYC 302), but was never formally discontinued.

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)? none required

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: 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: n/a

**Memo for Program Changes**

To: UEC

From: Christine Slavik, Department Head, Child, Youth and Family Studies

Date: September 6, 2018

**Subject: Program change Bachelor of Arts in Child and Youth Care**

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 proposed changes create a more clear and easy pathway for CYC students to:

- 1) Complete a Specialization in Child Protection
- 2) Direct students who want to complete a specialization in Child Life toward the Graduate Certificate in Child Life and Community Health
- 3) Provide all CYC students with greater clarity for options when choosing electives

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

The program outcomes have not changed.

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

5. The curriculum for the Child Protection Specialization includes an exploration of the social, historical, political and constitutional context in which the child protection system operates. Students will apply a framework that considers indigenous self-determination and analyze the

manner in which the state regulates children and youth in varying contexts including: historical, social, political, and the impacts upon social context (esp. Aboriginal, race, poverty, and gender issues). The curriculum considers social justice in the context of children, youth and families who are marginalized or at risk. With this knowledge and skills development students may also apply for and complete their Child Protection practicum with a Delegated Aboriginal Authority.

6. Will additional resources be required? If so, how will these costs be covered?

No additional resources are required.

7. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

The number of students who declare they would like to take the Child Protection Specialization as part of the BA in CYC varies between 3-6 students annually. The change will potentially increase the number of students completing the Child Protection Specialization as the pathway of courses is more direct within the CYC degree.

8. 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?

This change adds one more specific elective course offered by the CYC program. Only students completing the Child Protection Specialization will be required to take the newly added course. Previously students completing the CP Specialization needed to take two additional courses offered by another discipline. Now students can take this one additional course along with the regular CYC degree program courses to meet the CP Specialization course requirements.

9. 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 will be a timetable change where the new CYC380 course will be added.

10. 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.

This change has been discussed with the Director of the School of Social Work and Human Services. Previously seats were reserved for CYC students to take SOWK 312 and SOWK 412. Often times due to timetabling conflicts with other CYC courses the students in CYC struggled to take the SOWK course and would seek online versions of the courses offered by other post-secondary institutions.

The number of CYC students completing the CP Specialization is relatively low so the impact to the School Social Work and Human Services is not significant.

11. 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 comments and responses**

- Additional rationale should be provided for the changes to the list of electives. (Is there a reason BUS 120, CIS 100, and SOWK 225 are no longer included?)

*The list of electives was changed to be more broad and inclusive. The previous list was limiting for students. The decision to list departments rather than specific courses was made based on how other programs were listing the similar options when they updated their program website. Students can take Business courses, CIS courses and SOWK courses in consultation with advising and the department.*

- Is it the department's intention that all students will consult with the Department Advisor regarding their elective choices?

*Yes, we think it is best practice to work with our department advisor to consider how a student is putting together their complete program.*

- Can "Early Childhood Education" be included in the list of electives?

*Individual ECE courses are not always eligible for university transfer credit and this is a caution for students wanting to pursue graduate studies or transfer to another university.*

*This is why we do not list ECE courses here. Students would need to be aware that even though they take a single ECE course for knowledge, it may not be recognized for credit at another institution. We can articulate a block transfer credit for ECE certificate and diploma as a whole.*

- Has Social Work been consulted regarding the removal of SOWK 312 and 412 from program requirements?

*Yes, I met with Director Margaret Coombes before making these changes.*

Academic Calendar Fall 2018

Child, Youth, and Family Studies

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

## **Bachelor of Arts in Child and Youth Care degree**

### **Program requirements**

The program requires the completion of 120 credits, including at least 48 upper-level credits.

### **Program outline**

#### **Lower-level core CYC courses: 39 credits**

| <b>Course</b> | <b>Title</b>                                                           | <b>Credits</b> |
|---------------|------------------------------------------------------------------------|----------------|
| CYC 100       | Human Development I for CYC                                            | 3              |
| CYC 101       | Introduction to Professional Child and Youth Care                      | 3              |
| CYC 120       | Human Development II for Child and Youth Care                          | 3              |
| CYC 125       | Introduction to Activity-Based Child and Youth Practice                | 3              |
| CYC 167       | Introduction to Working with Individuals in Child and Youth Care       | 3              |
| CYC 168       | Social Constructs of Families and Groups                               | 3              |
| CYC 202       | Indigenous Perspectives in Child and Youth Care Practice               | 3              |
| CYC 203       | Perspectives on Mental Health and Substance Misuse                     | 3              |
| CYC 210       | Professional Practice Issues in Child and Youth Care                   | 3              |
| CYC 220       | Theoretical Foundations for Child and Youth Care                       | 3              |
| CYC 275       | Wellness and Mindfulness-Based Practices                               | 3              |
| CYC 280       | Introduction to Policy, Politics, and Practice in Child and Youth Care | 3              |
| CYC 296       | Inclusive Child and Youth Care Practice                                | 3              |

#### **Upper-level core CYC courses: 45 credits**

| <b>Course</b> | <b>Title</b>                                     | <b>Credits</b> |
|---------------|--------------------------------------------------|----------------|
| CYC 310A      | Supervised Practicum                             | 3              |
| CYC 310B      | Supervised Practicum                             | 3              |
| CYC 320       | Relational Case Planning in Child and Youth Care | 3              |
| CYC 325       | Research Methods in Child and Youth Care         | 3              |

|          |                                                           |   |
|----------|-----------------------------------------------------------|---|
| CYC 330  | Trauma-Informed Practice in Child and Youth Care          | 3 |
| CYC 340  | Developmental Theory in in Child and Youth Care Practice  | 3 |
| CYC 367  | Advanced Skills with Individuals in Child and Youth Care  | 3 |
| CYC 368  | Advanced Skills with Groups in Child and Youth Care       | 3 |
| CYC 402  | Community & Interdisciplinary Relations                   | 3 |
| CYC 410A | Advanced Practice in Child and Youth Care: Part I         | 3 |
| CYC 410B | Advanced Practice in CYC: Part II                         | 3 |
| CYC 425  | Data Analysis in Child and Youth Care                     | 3 |
| CYC 469  | Advanced Skills with Families in Child and Youth Care     | 3 |
| CYC 485  | Understanding Diverse Populations in Child and Youth Care | 3 |
| CYC 499  | Capstone for Child and Youth Care Professionals           | 3 |

**Required breadth courses: 6 credits**

| Course Title                                                                                                                    | Credits |
|---------------------------------------------------------------------------------------------------------------------------------|---------|
| Two University-level ENGL or CMNS courses; ENGL 105 or CMNS 125 are recommended (ENGL 104, ENGL 165, and CMNS 180 are excluded) | 6       |

**Relevant electives: 30 credits**

| Course Title                                                                                                                                                                                                                                                                        | Credits                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                     | <b><u>30</u></b>                                                                                                                                                                                                    |
| <del>Elective CYC courses, or other university courses in a related field, chosen from: ADED 340, ADED 350, BUS 120, CIS 100, KIN 103, KIN 160, LIBT 230, LIBT 235, PSYC 100, PSYC 101, PSYC 102, PSYC 250, PSYC 303, SOC 101, SOC 203, SOC 250/GDS 250, SOC 275, or SOWK 225</del> |                                                                                                                                                                                                                     |
| <u>Elective course requirements vary depending on transfer credit and previous coursework at UFV.</u>                                                                                                                                                                               |                                                                                                                                                                                                                     |
| <del>Ten</del>                                                                                                                                                                                                                                                                      | <u>To help you build on your interests that complement and/or extend your knowledge in CYC, a range of course options are available to fulfil the elective requirements of the BA in CYC program:</u> <del>30</del> |
| <ul style="list-style-type: none"> <li><u>Adult Education</u></li> <li><u>Anthropology</u></li> <li><u>Criminology</u></li> <li><u>Communications</u></li> <li><u>Criminal Justice</u></li> <li><u>Global Development Studies</u></li> <li><u>Ha'q'emeylem</u></li> </ul>           |                                                                                                                                                                                                                     |

- [History](#)
- [Kinesiology](#)
- [Languages](#)
- [Library & Information Technology](#)
- [Music](#)
- [Philosophy](#)
- [Psychology](#)
- [Sociology](#)
- [Theatre](#)
- [Visual Arts](#)
- [Women's Studies](#)

[Please contact our Department Advisor to help you with this list of electives.](#)

### **Elective CYC courses**

| <b>Course</b>                  | <b>Title</b>                                                                | <b>Credits</b>           |
|--------------------------------|-----------------------------------------------------------------------------|--------------------------|
| <del>CYC 270</del>             | <del>Expressive Therapies for Child and Youth Care (formerly offered)</del> | <del>3</del>             |
| CYC 395                        | Developing Healthy Relationships in Child and Youth Care                    | 3                        |
| CYC 411                        | Supplemental Practicum in CYC                                               | 6                        |
| <a href="#"><u>CYC 461</u></a> | <a href="#"><u>Child Life and Community Health</u></a>                      | <a href="#"><u>3</u></a> |
| <a href="#"><u>CYC 462</u></a> | <a href="#"><u>Transition through Grief and Loss</u></a>                    | <a href="#"><u>3</u></a> |
| <a href="#"><u>CYC 470</u></a> | <a href="#"><u>Play/Expressive Therapies in CYC</u></a>                     | <a href="#"><u>3</u></a> |

## **Child Protection specialization**

### **Program requirements**

1. All lower-level and upper-level core CYC courses in the BA in CYC program, including CYC 410A and CYC 410B in a Child Protection field site.
- ~~2. SOWK 312 and SOWK 412. CYC 380~~
- ~~3.2~~ Required breadth courses in the BA in CYC program.
- ~~4.3~~ Eight relevant elective courses as defined for the BA in CYC program.

Students interested in the Bachelor of Arts in Child and Youth Care Child Protection specialization should be aware of the following:

- This practicum is competitive.
- A series of interviews will be conducted prior to acceptance and placement.

- Student often need to extend this practicum beyond 300 hours in order to complete the MCFD Child Protection competencies. MCFD is currently recommending a minimum of 400 hours for the Child Protection practicum.
- Students must be able to travel, as they may not be placed in their community of residence.

Students who have completed the Bachelor of Arts in Child and Youth Care can be recognized for additional work to meet the Child Protection specialization. Please see the [Certificate in Extended Studies in Child and Youth Care](#) section below for more information.

### **~~Child Life stream~~**

~~Students completing the Bachelor of Arts in Child and Youth Care may be interested in becoming a Certified Child Life Specialist (CCLS). This professional certification is offered only by the Association of Child Life Professionals.~~

~~This stream includes a 480-hour practicum, CYC 411. The practicum is highly competitive and an interview will be conducted prior to placement. Students may need to apply several times or travel to a different area to secure a practicum placement.~~

### **Child Life SpecializationFurther studies in Child Life**

Students completing the Bachelor of Arts in Child and Youth Care may be interested in the [See Graduate Certificate in Child Life and Community Health](#).  
<https://www.ufv.ca/ece/programs/graduate-certificate-in-child-life/>

~~Please note that there are further requirements for certification, and in 2020 additional course work plus a Master's degree will also be required. Please see [childlife.org](http://childlife.org) for more details about CCLS requirements.~~

### **Program regulations**

#### **Readmission**

Students who have not attended UFV in greater than ~~five~~<sup>three</sup> semesters will be required to reapply to the program. ~~They can be admitted in the next semester, if space permits.~~ Please see UFV's [Undergraduate Continuance policy \(92\)](#).

## Certificate in Extended Studies in Child and Youth Care: Child Protection specialization

Students who have completed the Bachelor of Arts in Child and Youth Care can be recognized for additional work to meet the [Child Protection specialization](#). The credential awarded is a Certificate in Extended Studies in Child and Youth Care: Child Protection specialization.

### Program requirements

Students must complete the following courses with a GPA of at least 2.33 on all courses. The department will set a detailed program plan for each student.

#### Required courses

| Course              | Title                                                                  | Credits      |
|---------------------|------------------------------------------------------------------------|--------------|
| CYC 280             | Introduction to Policy, Politics, and Practice in Child and Youth Care | 3            |
| CYC 296             | Inclusive Child and Youth Care Practice                                | 3            |
| CYC 330             | Trauma-Informed Practice in Child and Youth Care                       | 3            |
| CYC 410A            | Advanced Practice in Child and Youth Care: Part I                      | 3            |
| CYC 410B            | Advanced Practice in CYC: Part II                                      | 3            |
| <del>SOWK 312</del> | <del>Legal Knowledge for Social Work Practice</del>                    | <del>3</del> |
| <del>SOWK 412</del> | <del>Legal Skills for Social Work Practice</del>                       | <del>3</del> |
| <u>CYC 380</u>      | <u>CYC Practice in Child Protection</u>                                | <u>3</u>     |

**Memo for Course Changes**

To: UEC

From: Rolf Arnold, Associate Dean, Trades

Date: October 31, 2018

**Subject: Proposal for revision of Agri 247 – Enterprise Project: Part 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:

**Students who completed the prerequisite for Agri 247 in an earlier semester were encountering problems when registering. Changing CMNS 251 as a pre/corequisite will rectify this.**

**Minor changes were also made to the course description, learning outcomes, instructional methods and evaluation methods.**

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

**Only one extra outcome was added.**

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

**No other program requires this course.**

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

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

**Students may choose to develop a business plan for an indigenous agribusiness.**

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? **N/A**
10. Estimate of the typical costs for this course, including textbooks and other materials: **None**

**CWC comments and responses:**

- Are the 25 hours of “student directed learning” instructor supervised hours?  
*No, the hours are not instructor supervised. This can be removed if not needed.*
- Is there any sample textbook that could/should be included?  
*No, there isn't.*


**ORIGINAL COURSE IMPLEMENTATION DATE:**

September 1998

**REVISED COURSE IMPLEMENTATION DATE:**

September 2019

**COURSE TO BE REVIEWED:** (six years after UEC approval)

March 2025

**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> AGRI 247                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Enterprise Project: Part I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Applied and Technical Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Department (or program if no department):</b> Agriculture                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Students will develop a complete business plan designed to obtain support from investors and lenders for an independent agricultural venture. Students, in consultation with faculty, will prepare a market analysis, determine organizational structure, outline operational objectives including a production plan, and prepare financial projections for the first year of operations.<br><br>Note: Students are expected to complete AGRI 247 and AGRI 248 in the same academic year.                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | C or better in one of AGRI 142 or BUS 100. Students should take CMNS 125 or equivalent before taking AGRI 247.<br>Note: As of January 2020, prerequisites will change to: (C or better in AGRI 142 or BUS 100) and (CMNS 125 or equivalent).                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b> CMNS 251.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Equivalent Courses (cannot be taken for additional credit)</b><br>Former course code/number: <b>AGRI 242A</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><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 type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 70</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: Student Directed Learning</td><td style="text-align: right;">25</td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>70</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: Student Directed Learning | 25 | <b>Total</b> | <b>70</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: Student Directed Learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 25        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>70</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Maximum enrolment (for information only): 25</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> Rolf Arnold                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> January 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> January 10, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> January 10, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**AGRI 247**
**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:

- Draft a business plan for the first year of operation for an agricultural enterprise.
- Conduct a preliminary review and assessment of market demand for the product or service being provided.
- Determine the resources required for the product or service being provided (infrastructure, location, human resources, licenses, distribution networks, etc.) and then assemble and structure the resources to successfully deliver the product or service.
- Describe the production plans/operational plans for an agri-business
- Describe and apply the basic principles used by investors and lenders to assess the viability and risk of agricultural business ventures.

**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)**

Student directed research, expert guest speakers from industry, presentations, Blackboard

**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: | 75% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests:       | %   | Lab work:    | %   | Field experience: | % | Shop work: | %    |
| Other: Final Project | 25% | Other:       | %   | Other:            | % | Total:     | 100% |

**Details (if necessary):**

Assignment 1 — Project Proposal (5%)  
 Assignment 2 — Market Analysis (10%)  
 Assignment 3 — Marketing Plan (15%)  
 Assignment 4 — Location Selection (10%)  
 Assignment 5 — Production Plan (15%)  
 Assignment 6 — Human Resources Plan (5%)  
 Assignment 7 — Industry Analysis (5%)  
 Assignment 8 — Financial Assumptions (10%)

**Typical Course Content and Topics**

- Goals and objectives of the agricultural business
- Agricultural business structures
- Market demand assessment and marketing plan
- Infrastructure needs assessment and assembly — business location, production requirements (land, building, equipment)
- Production methodology and tactics
- Human resource requirement — labour requirements, skill assessment, employee attraction, compensation, and retention
- Preparation of basic financial statements (balance sheet, Income statement, and cash flow statement)
- Financial assessment tools — financial ratios, sensitivity analysis, break even analysis

**Memo for Course Changes**

To: UEC

From: Rolf Arnold, Associate Dean, Trades

Date: October 31, 2018

**Subject: Proposal for revision of Agri 248 – Enterprise Project: Part II**

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 Agri 247 – Enterprise Project: Part I needed some changes, Agri 248 – Enterprise Project: Part II was also reviewed and minor changes were made to the prerequisite and learning outcomes.**

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

**Only minor changes were made.**

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

**No other program requires this course.**

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

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

**Students may choose to develop a business plan for an indigenous agribusiness.**

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? **N/A**
10. Estimate of the typical costs for this course, including textbooks and other materials: **None**

**CWC comment and response:**

- Are the 30 hours of “student directed learning” instructor supervised hours?  
*No, the hours are not instructor supervised. This can be removed if not needed.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2008  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED: (six years after UEC approval) March 2025  
 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> AGRI 248                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Enterprise Project: Part II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Short Title (if title exceeds 30 characters):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Applied and Technical Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Department (or program if no department):</b> Agriculture                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Students will make any required revisions to the first year of the business plan and complete years two and three. They will prepare a final written copy of the business plan and prepare it for presentation to a select committee of faculty and industry experts.<br><br>Note: Students are expected to complete AGRI 247 and AGRI 248 in the same academic year.                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | C or better in AGRI 247.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <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: <b>AGRI 242B</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><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 type="checkbox"/> No<br><br>To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> . |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total Hours: 70</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;">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: Student Directed Learning</td><td style="text-align: right;">30</td></tr> <tr><td style="text-align: right;"><b>Total</b></td><td style="text-align: right;"><b>70</b></td></tr> </table> |           | Lecture hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10 | Seminars/tutorials/workshops | 30 | Laboratory hours |  | Field experience hours |  | Experiential (practicum, internship, etc.) |  | Online learning activities |  | Other contact hours: Student Directed Learning | 30 | <b>Total</b> | <b>70</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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Field experience hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Online learning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours: Student Directed Learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>70</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> Rolf Arnold                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> January 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> January 10, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> January 10, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                              |    |                  |  |                        |  |                                            |  |                            |  |                                                |    |              |           |                                                                                                                                                                                                                                                                                                                                                                                                          |  |

**AGRI 248**
**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:

- Work independently under minimal instructor guidance to apply knowledge from business classes (e.g. Agri 142).
- Develop an agricultural business proposal that communicates the objectives, methods, and risks for the venture in a format understood by investors and financial lenders.
- Synthesize the knowledge from all agriculture classes into one comprehensive project.
- Present and successfully defend an agriculture business proposal to an expert panel.

**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)**

Seminars, student directed research, expert guest speakers from industry.

**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:       | 30% | Midterm exam:     | % | Practicum: | %    |
| Quizzes/tests:         | %   | Lab work:          | %   | Field experience: | % | Shop work: | %    |
| Written business plan: | 35% | Oral presentation: | 35% | Other:            |   | Total:     | 100% |

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

- Developing the content from AGRI 247 in more detail — more financial assessment tools (partial budget, sensitivity analysis), risk mitigation strategies
- Completed, detailed written plan prepared in a professional business format
- Prepare and deliver a professional PowerPoint presentation outlining the venture and identifying the key success and risk factors
- Presentation to an outside expert panel.

**Memo for Course Changes**

To: UEC

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

Date: October 19, 2018

**Subject: Proposal for revision of BUS 390 – Special Topics**

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 calendar description has been revised to ensure consistency with other special topics courses offered in the School of Business.
- 45 university-level credits has been added as a pre-requisite to ensure that students are adequately prepared for the academic requirements associated with a special topics course.
- The text given as an example of a typical text/resource material is out of date and not necessarily relevant to the topic of the course; given how widely the topics of this course may vary, including a specific text here may be misleading to students.

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 from the previous course did not reflect the special topics nature of the course. The revised learning outcomes are consistent with learning outcomes for other special topics courses in the School of Business.

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 beyond the discipline

5. Which program areas have been consulted about the change(s)?  
N/A
6. What consideration has been given to indigenizing the curriculum?  
The curriculum in each course offering will vary depending on the topic and focus.
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)None of these items on the official course outline has changed.
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 required for the course.
10. Estimate of the typical costs for this course, including textbooks and other materials:  
The cost will vary dependent on course, but the typical cost for a management textbook is approximately \$200 for a hardcover version and \$75 for an electronic version.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1998  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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 390                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Course Full Title:</b> Special Topics<br><b>Course Short Title:</b> Special Topics<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Calendar Description:</b><br>The specific emphasis of this course will vary depending on relevant issues in businesses and other organizations, as well as faculty expertise. Normally this will consist of an in-depth consideration of an issue or problem faced by a specific type of organization or by organizations in general.                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 45 university-level credits. Certain topics of study may require additional prerequisites.                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input checked="" type="checkbox"/> Yes, no limit                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <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></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>45</b></td> </tr> </table> | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                        | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>45</b>                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>When funding is available and student interest is evident.<br><i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Department / Program Head or Director:</b> Dr. Frank Ulbrich                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date approved:</b> November 13, 2018                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date approved:</b> January 18, 2019                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date approved:</b> January 18, 2019                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |

**BUS 390**
**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. Describe the characteristics of a specific theory, problem, or issue related to management of businesses or other organizations.
- LO2. Assess the relevant research related to the specific theory, problem, or issue.
- LO3. Conduct primary or secondary research on the specific theory, problem, or issue.
- LO4. Express an informed opinion on the specific theory, problem, or issue.

**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, discussion, and problem solving

**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.                         | Required texts and/or resource materials will vary depending on topic | <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: | 40% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | 40% | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 20% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

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

These will vary depending on the subject of the specific course offering (LO1-LO4)

**Memo for Course Changes****To: FSCC, SFC, UEC****From: Ian Affleck, Math & Stats Department Head****Date: November 29, 2018****Subject: Proposal for revision of STAT 272 (Statistical Graphics and Languages)****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:**

- (i). Change stated Contact Hours from 45 hours to 50 hours to align with stated Contact Hours for other 3-credit Math & Stat courses. Actual contact hours for the course are not changing.**
- (ii) Allocate all Contact Hours to Supervised Lab Hours, to accurately present how the course has been delivered, and will continue to be delivered.**
- (iii). Shorten the calendar description within the prescribed range of 40-55 words.**
- (iv). *Creating SAS macros* has been added to learning outcomes and course content because it is a very efficient technique in writing SAS programs.**

- 3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): not applicable**
- 4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? not applicable**
- 5. Which program areas have been consulted about the change(s)? not applicable**
- 6. What consideration has been given to indigenizing the curriculum? Departmental efforts at indigenizing the curriculum concentrate primarily on improving access, support and success.**
- 7. If this course is not eligible for PLAR, explain why: not applicable**
- 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: not applicable**

- b. Class size limit: **not applicable**
  - c. Frequency of offering: **not applicable**
  - d. Resources required (labs, equipment): **not applicable - the regular budget for statistical software has already included SAS.**
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **not applicable**
10. Estimate of the typical costs for this course, including textbooks and other materials: **\$150**

**CWC comment and response:**

- Is it correct that there are no lecture hours for this course?  
*All meetings take place in a computer lab. Is it appropriate to call these lab hours rather than lecture hours? If not, then we will need to indicate somewhere else on the OCO's that all meetings are to be scheduled in a lab - maybe under "Typical Instructional Methods".*



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 2012  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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> STAT 272                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Statistical Graphics and Languages<br><b>Course Short Title:</b> Stats Graphics and Languages<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 Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> Mathematics & Statistics                                                                                                                                                                                                                                                                       |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Introduces statistical graphics generated by powerful yet flexible statistical programming languages such as SAS and R. Students will learn the codes and procedures of these languages to write computer programs for producing these graphics, to manipulate data, to compute summary statistics, and to communicate results effectively in simple reports and presentations.                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | One of the following: STAT 104 with a B, STAT 106, or STAT 270.                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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: <b>MATH 272</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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></td></tr> <tr><td>Supervised laboratory hours</td><td style="text-align: center;">50</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>50</b></td></tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           |  | Tutorials/workshops |  | Supervised laboratory hours | 50 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>50</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 50        |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>50</b> |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                            |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Ian Affleck                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> November 19 2018                                                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> January 11, 2019                                                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> January 11, 2019                                                                                                                                                                                                                                                                                                          |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                           |  |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

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

- Manipulate raw data to build a SAS data set and read data from external files;
- Merge several data sets to form a SAS data set;
- Use various SAS functions and different formats of SAS dates;
- Communicate statistical results effectively in simple reports and presentations;
- Apply different SAS codes and procedures to chart and plot data;
- Create SAS macros;
- Operate R as a calculator to perform basic numerical calculations;
- Define data frames and manage data in R;
- Produce tables of summary statistics and generate random numbers in R;
- Plot various graphs using data of one variable and multiple variables;
- Design interactive graphics using graphics codes and functions; and
- Visualize the graphical patterns and interpret the relationships of some given data sets.

**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 use of computer.

**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. Cody, R.                | Learning SAS by Example—A Programmer's Guide | <input checked="" type="checkbox"/> | SAS       | 2018 |
| 2. Crawley, M.             | The R Book                                   | <input checked="" type="checkbox"/> | Wiley     | 2013 |
| 3. Zuur, A. et al.         | A Beginner's Guide to R                      | <input checked="" type="checkbox"/> | Springer  | 2009 |
| 4. Crawley, M.             | Statistics: An Introduction Using R          | <input checked="" type="checkbox"/> | Wiley     | 2014 |
| 5.                         |                                              | <input type="checkbox"/>            |           |      |

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

SAS and R statistical software. Note: R is open-source software, available for free download.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Assignments: | 20% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 40% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

The above percentages may vary among instructors and years. The final exam is comprehensive, and there are typically two tests in the course. Students must obtain at least 40% on the final exam in order to pass the course.

**Typical Course Content and Topics**

Suggested topics in SAS:

1. Manipulating data: Building a SAS data set from raw data, reading data from external files, grouping data values and data recording, reading and combining SAS data sets, relating information from multiple sources (table lookup tools), SAS functions (LOG, ARSIN, SQRT, MOD, ROUND, INT, MEAN, SUM, INPUT, PUT, LAG, SUBSTR, LENGTH, etc.), SAS dates (formats, informat, TODAY, DAY, WEEKDAY, MONTH, YEAR, INTCK, INTNX), SAS arrays.
2. Presenting data: Writing simple reports, producing descriptive summary statistics, using and creating formatting tools (filtering input data), charting data (bar charts, pie charts, 3D block charts), plotting data (scatter plots).
3. Macro Language: Creating SAS macros.

Suggested topics in R:

1. R as a calculator: +-\*/^, exponential and logarithmic functions, trigonometric functions.
2. Managing data: Data frames, assigning values to values, generating repeats and factor levels, reading data from a file, vector functions, subscripts, writing functions, sorting and ordering, split functions, tables of summary statistics, converting continuous variables into categorical variables, random numbers.
3. Plotting data: Plots of one variable, plots of multiple variables, traditional graphics system, grid graphics system, trellis graphic system, graphics codes, graphics functions, interactive graphics, multiple plots, annotating plots, controlling the appearance of plots.

**Memo for Course Changes****To: FSCC, SFC, UEC****From: Ian Affleck, Math & Stats Department Head****Date: November 29, 2018****Subject: Proposal for revision of STAT 431 (Data Mining)****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:**

**(i). Change stated Contact Hours from 45 hours to 50 hours to align with stated Contact Hours for other 3-credit Math & Stat courses. Actual contact hours for the course are not changing.**

**(ii) Allocate all Contact Hours to Supervised Lab Hours, to accurately present how the course has been delivered, and will continue to be delivered.**

**(ii). Shorten the calendar description within the prescribed range of 40-55 words.**

**(iii). Offer the course annually in order to fulfill the requirement of the new Co-op DAC program.**

- 3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): not applicable**
- 4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? It is cross-listed with COMP 431. There is no significant effect on CIS as this course is offered by the Math & Stats Department. The only program which requires STAT/COMP 431 is the Data Analysis Post-Baccalaureate Certificate (DAC).**
- 5. Which program areas have been consulted about the change(s)? CIS**
- 6. What consideration has been given to indigenizing the curriculum? Departmental efforts at indigenizing the curriculum concentrate primarily on improving access, support and success.**
- 7. If this course is not eligible for PLAR, explain why: not applicable**
- 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: **not applicable**
  - b. Class size limit: **not applicable**
  - c. Frequency of offering: **The Dean of Science has agreed to provide the resource to offer the course annually.**
  - d. Resources required (labs, equipment): **not applicable - the regular budget for statistical software has already included SAS.**
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **not applicable**
10. Estimate of the typical costs for this course, including textbooks and other materials: **\$150**

**CWC comment and response:**

- Is it correct that there are no lecture hours for this course?  
*All meetings take place in a computer lab. Is it appropriate to call these lab hours rather than lecture hours? If not, then we will need to indicate somewhere else on the OCO's that all meetings are to be scheduled in a lab - maybe under "Typical Instructional Methods".*



ORIGINAL COURSE IMPLEMENTATION DATE: January 2012  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2025  
 Course outline form version: 05/18/2018

## 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> STAT 431                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Data Mining<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 Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> Mathematics & Statistics                                                                                                                                                                                                                                                                                               |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Data mining provides the techniques of extracting useful information and hidden patterns from a massive amount of data. Main topics include data exploration, classification, decision trees, Bayesian classifiers, frequent item sets, association rules, clustering, K-means, EM algorithm, and anomaly detection. Students will complete a group project based on a large real-life data set.<br><br>Note: This course is offered as STAT 431 and COMP 431. Students may take only one of these for credit. |           |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | COMP 230 (formerly CIS 230), STAT 271, and STAT 331/COMP 331.                                                                                                                                                                                                                                                                                                           |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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: <b>MATH 431</b><br>Cross-listed with: <b>COMP 431</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>0</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td>50</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><b>Total hours</b></td> <td><b>50</b></td> </tr> </table>                              |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 0 | Tutorials/workshops |  | Supervised laboratory hours | 50 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>50</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0         |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 50        |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>50</b> |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                    |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Ian Affleck                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> November 19 2018                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> January 11, 2019                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> January 11, 2019                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                               |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                   |   |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

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

1. Use summary statistics to describe univariate and multivariate data sets;
2. Apply different definitions of distances to measure the similarity and dissimilarity between data objects;
3. Classify discrete and continuous data using decision trees;
4. Employ different classifiers (rule-based, nearest-neighbor, naïve Bayes) to solve various classification problems;
5. Generate various frequent itemsets and set up association rules in market basket analysis;
6. Evaluate association patterns by interest factor;
7. Use the K-means clustering technique to classify data in different clusters;
8. Determine the correct number of clusters;
9. Apply the EM algorithm to cluster data by estimating the parameters of a mixture model;
10. Detect outliers in univariate and multivariate normal distributions; and
11. Complete a group project based on a large real-life data set and present the findings.

**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 use of computer software.

**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. P. Tan et al.           | Introduction to Data Mining                                                      | <input checked="" type="checkbox"/> | Pearson          | 2018 |
| 2. M. Kantardzic           | Data Mining---Concepts, Models, Methods and Algorithms (2 <sup>nd</sup> edition) | <input checked="" type="checkbox"/> | Wiley-IEEE Press | 2011 |
| 3.                         |                                                                                  | <input type="checkbox"/>            |                  |      |
| 4.                         |                                                                                  | <input type="checkbox"/>            |                  |      |
| 5.                         |                                                                                  | <input type="checkbox"/>            |                  |      |

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

Statistical software such as SAS Enterprise Miner.

**Typical Evaluation Methods and Weighting**

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

**Details (if necessary):**

The above percentages may vary among instructors and years. The final exam is comprehensive. Students must obtain at least 40% on the final exam to pass the course.

**Typical Course Content and Topics**

**Introduction:** The origins of data mining, data mining tasks.

**Exploring data:** Types of data, data quality, data preprocessing, measures of similarity and dissimilarity, Minkowski distance, summary statistics, visualization, OLAP and multi-dimensional data analysis.

**Classification:** Decision tree induction, model over-fitting, evaluating the performance of a classifier, methods for comparing classifiers, rule-based classifiers, nearest-neighbor classifiers, Bayesian classifiers, artificial neural network, support vector machine, ensemble methods.

**Association analysis:** Frequent itemset generation, rule generation, maximal frequent itemsets, closed frequent itemsets, FP-Growth algorithm, evaluation of association patterns, interest factor, handling categorical and continuous attributes, sequential patterns.

**Cluster analysis:** Different types of clusters, K-means, bisecting K-means, agglomerative hierarchical clustering, density-based clustering algorithm, determining the correct number of clusters, supervised measures of cluster validity, EM algorithm, minimum spanning tree clustering.

**Anomaly detection:** Causes of anomalies, determining outliers in univariate and multivariate normal distributions, proximity-based outlier detection, density-based outlier detection, clustering-based techniques.



ORIGINAL COURSE IMPLEMENTATION DATE: January 2012  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2025  
 Course outline form version: 10/27/2017

## OFFICIAL UNDERGRADUATE CROSS-LISTED OUTLINE FORM

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                            |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> COMP 431                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                     |  |
| <b>Course Full Title:</b> Data Mining                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Course Short Title:</b><br>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Faculty:</b> Faculty of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | <b>Department (or program if no department):</b> Mathematics & Statistics                                                                                                                                                                                                                                                                                  |  |
| <b>Official Course Outline:</b><br>This is a cross-listed course. Please refer to <b>STAT 431</b> for the official course outline.                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Calendar Description:</b><br>Data mining provides the techniques of extracting useful information and hidden patterns from a massive amount of data. Main topics include data exploration, classification, decision trees, Bayesian classifiers, frequent item sets, association rules, clustering, K-means, EM algorithm, and anomaly detection. Students will complete a group project based on a large real-life data set.<br><br>Note: This course is offered as STAT 431 and COMP 431. Students may take only one of these for credit. |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | COMP 230 (formerly CIS 230), STAT 271, and STAT 331/COMP 331.                                                                                                                                                                                                                                                                                              |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number: <b>MATH 431</b><br>Cross-listed with: <b>STAT 431</b><br>Dual-listed with:<br>Equivalent course(s):<br>(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.)                                                                                                       |  | <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 outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, fill in transfer credit form.) |  |
| <b>Department / Program Head or Director:</b> Ian Affleck                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | <b>Date approved:</b> November 19 2018                                                                                                                                                                                                                                                                                                                     |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | <b>Date approved:</b> January 11, 2019                                                                                                                                                                                                                                                                                                                     |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | <b>Date approved:</b> January 11, 2019                                                                                                                                                                                                                                                                                                                     |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                      |  |

**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: November 27, 2018

**Subject: Proposal for revision of HSER 120: Interpersonal Communications for Human Services**

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:

HSER 120 was last revised in September 2002. These revisions seek to bring the course up to date as well as refocus the course on interpersonal communications *for human services*. It has always been a required course for any student in the Social Services diploma (Generalist and First Nations) and Community Support Worker certificate. It is also a recommended prerequisite for the Bachelor of Social Work degree. HSER 120 has been a generalist interpersonal communications course since its inception. In refocusing the course on communications with service users, it becomes more relevant to the entry-level skills that human service workers require.

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 modified in a number of ways that are consistent with the human services programs. The concept of “frame of reference” has been replaced with “worldview”, students must distinguish between personal and professional values; cultural humility and cultural safety are taught instead of cross-cultural awareness; the skill of paraphrasing has been refined to include paraphrasing to understand and paraphrasing to empathize. Most significantly, asking relevant and appropriate questions has been added, in addition to other changes.

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

Several years ago HSER 120 was a required course in the Criminology and Kinesiology diploma programs and it remains a required course in the Early Childhood Education certificate. HSER 120 is also a requirement in the Peace and Conflict studies program.

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

The School of Social Work & Human Services, Early Childhood Education, and Peace and Conflict Studies.

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

In addition to the inclusion of cultural humility, Indigenous cultural safety has also been added to the curriculum.

7. If this course is not eligible for PLAR, explain why: HSER 120 remains 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: Changing to annually allows the School to schedule the course in any semester in which demand is warranted. There are several section of HSER 120 offered in all semesters.
- 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? N/A

10. Estimate of the typical costs for this course, including textbooks and other materials: \$150.00

**CWC comments and responses:**

- Rationale indicates that this is “a recommended prerequisite for the Bachelor of Social Work degree”. This is not included in the calendar; where are students informed of this? Also, if this is a recommended prerequisite, why does it now count as a qualifying arts and science elective? (And why only as a “discretionary credit”?)  
*Students are informed in the calendar, under the How to Apply instructions for the BSW program, under Program Planning, then BSW arts and science electives. There is a list of which courses are accepted as arts and science electives and which are accepted towards*

*discretionary credits. HSER 120 is accepted as a discretionary credit only. Discretionary credits are twelve credits which are required for admission to the BSW program.*

*<https://www.ufv.ca/swhs/how-to-apply/>*

- The phrase “Indigenous cultural safety” is used in both the calendar description and learning outcomes. What does this mean?  
*Cultural humility and cultural safety are distinct concepts that differ from respect. Please see the definition of Indigenous cultural safety as articulated by Northern Health Indigenous Health Branch. <https://www.indigenoushealthnh.ca/initiatives/cultural-safety>*
- Would “respect for Indigenous culture” be more appropriate?  
*No.*
- Can evidence of consultation with Peace and Conflict Studies be provided? The revised course title no longer seems as applicable to the Peace and Conflict Studies major and minor, yet this is a required course in both of those programs.  
*Evidence of consultation has now been provided to the UEC Assistant. Peace and Conflict Studies does not share the committee’s concern.*
- How is this course different from CMNS 140?  
*HSER 120 has been a required course in the Social Services diploma program since the early 1980s at least. CMNS 140 was implemented in the Fall of 2017 by the Communications Department, which did consult with us and received our School’s support for the development of their course because of their very different foci. A brief glance at the learning outcomes of each course makes this clear. Feel free to contact the Communications Department for more information. The Department Head at the time of the consultation was Lynn Kirkland-Harvey.*
- What are the 15 hours of “skills practice”? (Is this homework, lab hours, etc.)?  
*Up to one hour of each class is devoted to role playing scenarios in which students practice the skills they are learning. They also complete an assignment where they demonstrate their use of the skills in a video recording.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** May 1991  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**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> HSER 120                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Course Full Title:</b> Interpersonal Communications for Human Services<br><b>Course Short Title:</b> Interpersonal Communications<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Department (or program if no department):</b> School of Social Work and Human Services                                                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Calendar Description:</b><br>Introduces students to effective interpersonal communications for human services. Topics include active listening, building rapport, conflict resolution, cultural humility, emotional intelligence, empathy, Indigenous cultural safety, personal and professional values, use of self, verbal and non-verbal communications, paraphrasing, questioning, and worldview.                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <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: <b>SSSW 120</b><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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">30</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: Skills Practice</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                          | 30 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: Skills Practice | 15 | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| Other contact hours: Skills Practice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 15                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</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<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Department / Program Head or Director:</b> Margaret Coombes, Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date approved:</b> October 26, 2018                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Date approved:</b> January 18, 2019                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Dean/Associate VP:</b> Tracy Ryder-Glass, Dean                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Date approved:</b> January 18, 2019                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                                      |    |                    |           |                                                                                                                                                                                                                                                                                                                                                |

HSER 120

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. Acknowledge the influence of personal worldview on communications
2. Distinguish between personal values and professional duties and obligations (e.g., confidentiality)
3. Demonstrate cultural humility when communicating with diverse populations (e.g., Indigenous cultural safety)
4. Demonstrate active listening skills (physical and psychological attending, minimal encouragers)
5. Demonstrate Rogers' Core Conditions (empathy, congruence, unconditional positive regard)
6. Engage in the effective use of self (concept, awareness, esteem, disclosure)
7. Articulate the difference between academic, social, and emotional intelligence
8. Recognize the importance of nonverbal communications
9. Distinguish between a variety of interpersonal communication responding styles
10. Demonstrate engagement skills (rapport building)
11. Reflect, summarize, and paraphrase to understand and empathize
12. Ask relevant, appropriate, and timely questions
13. Identify different conflict styles and demonstrate conflict resolution skills

## 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 lecture/discussion style with experiential learning activities, demonstrations of skills, skills practice, role plays, videos, guest lectures, and group discussions.

**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. Harms, L. & Pierce, J.                 | Working with people: Communication skills for reflective practice (Canadian edition) | <input checked="" type="checkbox"/> | Oxford University Press |      |
| 2. School of Social Work & Human Services | HSER 120: Interpersonal communications skills pack                                   | <input checked="" type="checkbox"/> | UFV                     |      |
| 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:                           | 30% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 25% | Project: Demonstration of Skills Video | 20% | Practicum:        | % | Project:   |      |
| Quizzes/tests: | %   | Lab work:                              | %   | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

1. Physical and psychological attending, core conditions
2. Influence of personal values on worldview, professional values, ethics, and responsibilities
3. Active listening skills (listening to understand and respond, responding styles)
4. Paraphrasing to confirm understanding of meaning
5. Cross-cultural and anti-racist communications
6. Paraphrasing to demonstrate empathy
7. Nonverbal communication (minimal encouragers, use of physical self)
8. Effective use of self (self-concept, self-esteem, self-disclosure)
9. Academic, emotional, and social intelligence
10. Indigenous ways of communication, including the impact of colonization on Indigenous people and communities
11. Effective, appropriate, and timely use of questions
12. Conflict styles and conflict resolution strategies

**Memo for Course Changes**

To: FACE Curriculum Committee

From: Alyson Seale, MEd. Instructor Workplace TASK

Date: November 12, 2018

**Subject: Proposal for revision of TASK 051 Personal and Workplace Essentials**

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. The six-year course outline review is past due.
- b. The hours previously were 120 hours for TASK 051. Material around health and wellness has been moved to TASK 053 and the hours evenly distributed so that each of the three fall courses (TASK 051, TASK 052 and TASK 053) all have 90 hours.
- c. The Calendar description has been revised to reflect the updated learning outcomes.
- d. Prerequisites have always been in place but have not been documented in the course outlines and so have been updated on the document.
- e. The learning outcomes revisions are to bring the course into alignment with the provincially articulated Adult Special Education Learning outcomes from the BCCAT ASE Program-Specific Transfer Guide, 2016. (<http://www.bccat.ca/pubs/aseguide2016>)
- f. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.

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

- a. There is no significant change in the content, however, the language has changed to reflect the provincial ASE learning outcomes, and the organization of learning outcomes within the program has changed. Therefore, the learning outcomes continue to be consistent with the program outcomes.
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
  - a. No, this course is not required by any program beyond the discipline.
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. Indigenization will occur with the teaching methodology and the chosen course materials.
7. If this course is not eligible for PLAR, explain why:
  - a. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.
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
    - a. No change
  - b. Class size limit
    - a. No change
  - c. Frequency of offering
    - a. No change
  - d. Resources required (labs, equipment)
    - a. No change
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. No field trips required
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Tuition \$454.40
  - b. Books and supplies \$75.00



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2010  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
 Course outline form version: 05/18/2018

## 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> TASK 051                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Personal and Workplace Essentials<br><b>Course Short Title:</b> Personal & Workplace Essentials<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 Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Developed for students with disabilities, this course covers personal awareness, a variety of effective communication strategies, assertiveness skills, and goal setting for the workplace.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | Admission to the Training in Attitude, Skills, and Knowledge for the Workplace (TASK) program.                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | TASK 052 and TASK 053.                                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, 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 style="text-align: center;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">45</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>90</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                         | 45 | Tutorials/workshops | 45 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>90</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | Lecture/seminar hours                                                                                                                                                                                                                         | 45 |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | Tutorials/workshops                                                                                                                                                                                                                           | 45 |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | Supervised laboratory hours                                                                                                                                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| 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: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Maximum enrolment (for information only):</b> 16<br><b>Expected Frequency of Course Offerings:</b><br>Once per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

**TASK 051**
**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:

**Personal Awareness**

1. Identify personal learning strategies.
2. Describe personal attributes, strengths, and challenges.
3. Identify supports for educational/vocational success.
4. Develop awareness of vocational strengths and challenges.
5. Set learning goals, and review and discuss progress.
6. Identify common stressors and strategies for stress management.
7. Develop personal coping strategies to deal with change.
8. Identify ways to build self-esteem.
9. Recognize different personal and workplace styles for work settings.
10. Ask for assistance.
11. Describe the relationship between personality, attitudes, and actions.
12. Identify personal values and how they apply to job satisfaction.
13. Identify the impact and importance of first impressions.
14. Demonstrate effective goal setting and time management skills.
15. Demonstrate excellent punctuality, attendance, and participation.

**Communication Skills**

1. Recognize and define the elements of communication (sender, message, and receiver).
2. Identify barriers to communication and use strategies to overcome barriers.
3. Ask for clarification and demonstrate techniques (i.e. paraphrasing, asking questions) to assist communication.
4. Display/use effective communications.
5. Engage in active listening.
6. Differentiate between passive, aggressive, and assertive communication.
7. Express their needs and ask for assistance.
8. Respond to instructions and or feedback.

**Interpersonal Skills**

1. Identify and demonstrate attitudes for success.
2. Demonstrate respectful interactions in a diverse multi-cultural learning/work environment.
3. Identify ways of demonstrating initiative on the job.
4. Develop strategies for getting along with others, co-workers, supervisors, customers, and other stakeholders.
5. Define conflict and demonstrate conflict resolution strategies.
6. Demonstrate problem-solving strategies.
7. Give and receive feedback in an effective manner.
8. Define and demonstrate ethical behaviors.

**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, large and small group discussion, presentations, video, and online instruction

**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. Urban, H.                       | Life's Greatest Lessons: 20 Things That Matter | <input checked="" type="checkbox"/> | Simon and Schuster         | 2003 |
| 2. Ellis, D., Toft, D., Dawson, D. | Becoming a Master Student                      | <input checked="" type="checkbox"/> | Wadsworth Cengage Learning | 2015 |
| 3.                                 |                                                | <input type="checkbox"/>            |                            |      |
| 4.                                 |                                                | <input type="checkbox"/>            |                            |      |
| 5.                                 |                                                | <input type="checkbox"/>            |                            |      |

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

Removable storage drive (USB, jump drive) and UFV campus card with credit for printing.

**TASK 051**

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

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**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |                |      |
|----------------|-----|--------------|-----|-------------------|---|----------------|------|
| Final exam:    | 20% | Assignments: | 30% | Field experience: | % | Portfolio:     | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Participation: | 10%  |
| Quizzes/tests: | 40% | Lab work:    | %   | Shop work:        | % | Total:         | 100% |

**Details (if necessary):**

Participation is graded because this course focuses on employability. Participation and attendance demonstrate employability skills that are taught within this course.

**Typical Course Content and Topics**

1. Personal awareness
2. Goal setting
3. Communication
4. Interpersonal skills

**Memo for Course Changes**

To: FACE Curriculum Committee

From: Alyson Seale, MEd. Instructor Workplace TASK

Date: November 12, 2018

**Subject: Proposal for revision of TASK 052 Career Exploration**

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. The six-year course outline review is past due.
- b. The course name was changed from Career Exploration to Education and Employment Exploration to better reflect the actual learning in the course.
- c. The Calendar description has been revised to reflect the updated learning outcomes.
- d. Prerequisites have always been in place but have not been documented in the course outlines and so have been updated on the document.
- e. These revisions to the learning outcomes are to bring the course into alignment with the provincially articulated Adult Special Education Learning outcomes from the BCCAT ASE Program-Specific Transfer Guide, 2016. (<http://www.bccat.ca/pubs/aseguide2016>)

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

- a. There is no significant change in the content; however, the language has changed to reflect the provincial ASE learning outcomes, and the organization of learning outcomes

within the program has changed. Therefore, the learning outcomes continue to be consistent with the program outcomes.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
  - a. No, this course is not required by any program beyond the discipline.
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. Indigenization will occur with the teaching methodology and the chosen course materials.
7. If this course is not eligible for PLAR, explain why:
  - a. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.
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
    - a. No change
  - b. Class size limit
    - a. No change
  - c. Frequency of offering
    - a. No change
  - d. Resources required (labs, equipment)
    - a. No change
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. The only cost for field trips is transportation and all students will have access to the UPass to access transit.
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Tuition \$340.80
  - b. Books and supplies \$75.00



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2010  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
 Course outline form version: 05/18/2018

## 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> TASK 052                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Education and Employment Exploration<br><b>Course Short Title:</b> Education & Employment Exploration<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 Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                                         |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>This course has been developed for students with disabilities. Students will improve their knowledge of computer basics, write cover letters and resumes, develop interview skills, and develop short-term and long-term education and career plans.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | Admission to the Training in Attitude, Skills, and Knowledge for the Workplace (TASK) program                                                                                                                                                                                                                                                   |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | TASK 051 and TASK 053.                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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: <b>N/A</b><br>Cross-listed with: <b>N/A</b><br>Dual-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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;">36</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">18</td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">18</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td style="text-align: center;">18</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                                                                                                                                                                                                                                                                                                                           | 36 | Tutorials/workshops | 18 | Supervised laboratory hours | 18 | Experiential (field experience, practicum, internship, etc.) | 18 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>90</b> | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 36        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 18        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 18        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 18        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| 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>Maximum enrolment (for information only):</b> 16<br><b>Expected Frequency of Course Offerings:</b><br>Once per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                       |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                        |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |    |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |

**TASK 052**
**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:

**Education and Employment Exploration Skills**

1. Complete various inventories/assessments related to education and employment.
2. Identify and assess personal skills, abilities, work skills, habits, performance, and compatibility with the type of work chosen.
3. Develop and participate in personal, education, and career planning.
4. Research job profiles and education/training opportunities.
5. Participate in information interviews.
6. Demonstrate behavioural expectations an employer has when looking for a potential employee.

**Technology Skills**

1. Use a computer for word processing.
2. Use digital resources (open a document, print, save).
3. Access an email account, compose and reply to messages.
4. Use safe internet protocols.
5. Write resumes, cover letters, and thank-you letters.
6. Upload resumes to submit job applications online.

**Literacy and Numeracy Skills**

1. Articulate knowledge of wages, personal finances, and budgeting.
2. Identify payroll terms and payroll deductions.
3. Demonstrate ability to use calendars, planners, and timetables.
4. Create and respond to written and digital workplace communications.
5. Prepare a personal budget.
6. Identify sections of a pay cheque/pay stub.

**Job Search Skills**

1. Collect all related information to prepare a resume and references.
2. Document their personal job search network.
3. Prepare and practice responses to communication skills for interviews.
4. Prepare for an interview.
5. Conduct a local job market analysis.
6. Demonstrate strategies needed to start and maintain a job search.
7. Develop appropriate job-targeting cover letters.
8. Demonstrate effective job search techniques.
9. Identify the pros and cons of when and how to disclose one's disability.

**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.*)

Cooperative learning activities include group projects, guided discussion, written assignments, oral presentations, direct instruction, guest presentations, individual interviews, and other assignments.

**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. Urban, H.                       | Life's Greatest Lessons: 20 Things That Matter | <input checked="" type="checkbox"/> | Simon and Schuster         | 2003 |
| 2. Ellis, D., Toft, D., Dawson, D. | Becoming a Master Student                      | <input checked="" type="checkbox"/> | Wadsworth Cengage Learning | 2015 |
| 3.                                 |                                                | <input type="checkbox"/>            |                            |      |
| 4.                                 |                                                | <input type="checkbox"/>            |                            |      |
| 5.                                 |                                                | <input type="checkbox"/>            |                            |      |

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

Removable storage drive (USB, jump drive) and UFV campus card with credit for printing.

**TASK 052****University of the Fraser Valley Official Undergraduate Course Outline**

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**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |                |      |
|----------------|-----|--------------|-----|-------------------|---|----------------|------|
| Final exam:    | 20% | Assignments: | 40% | Field experience: | % | Portfolio:     | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Participation: | 10%  |
| Quizzes/tests: | 30% | Lab work:    | %   | Shop work:        | % | Total:         | 100% |

**Details (if necessary):**

Participation is graded because this course focuses on employability. Participation and attendance demonstrate employability skills that are taught within this course.

**Typical Course Content and Topics**

1. Computer basics
2. Exploring a variety of careers and educational options
3. Interview skills, cover letters, and resume writing
4. Developing an education and career plan
5. Job search skills

**Memo for Course Changes**

To: FACE Curriculum Committee

From: Alyson Seale, M.Ed. Instructor Workplace TASK

Date: November 12, 2018

**Subject: Proposal for revision of TASK 053**

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. The six-year course outline review is past due.
- b. The TASK 053 hours previously were 60 hours. 30 hours and the learning outcomes for health and wellness have been moved from TASK 051 to TASK 053 so the hours are evenly distributed for each of the three fall courses (TASK 051, TASK 052 and TASK 053). All have 90 hours allowing for a better fit into the UFV room booking schedule.
- c. The Calendar description has been revised to reflect the updated learning outcomes.
- d. Prerequisites have always been in place but have not been documented in the course outlines and so have been updated on the document.
- e. These revisions to the learning outcomes are to bring the course into alignment with the provincially articulated Adult Special Education Learning outcomes from the BCCAT ASE Program-Specific Transfer Guide, 2016. (<http://www.bccat.ca/pubs/aseguide2016>)
- f. After gleaning information from the Workplace TASK community based program advisory committee, information about advocacy, disability history, and disability pride were added to the TASK 053 learning outcomes.

- g. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.
- 3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):
  - a. There is no significant change in the content however, the language has changed to reflect the provincial ASE learning outcomes, and the organization of learning outcomes within the program has changed. Therefore the learning outcomes continue to be consistent with the program outcomes.
- 4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
  - a. No, this course is not required by any program beyond the discipline.
- 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. Indigenization will occur with the teaching methodology and the chosen course materials.
- 7. If this course is not eligible for PLAR, explain why:
  - a. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.
- 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
    - a. No change
  - b. Class size limit
    - a. No change
  - c. Frequency of offering
    - a. No change
  - d. Resources required (labs, equipment)
    - a. No change
- 9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. No field trips required.
- 10. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Tuition \$454.40
  - b. Books \$0



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2010  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
 Course outline form version: 05/18/2018

## 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> TASK 053                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                   |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Course Full Title:</b> Safety and Industry Certificates<br><b>Course Short Title:</b> Safety & Industry Certificates<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 Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                  |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Calendar Description:</b><br>This course has been developed for students with disabilities. It covers safe work principles, health and wellness, and advocacy. Students will earn industry certifications such as First Aid, WHMIS, FoodSafe, and SuperHost.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Admission to the Training in Attitude, Skills, and Knowledge for the Workplace (TASK) program.                                                                                                                                                                                           |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | TASK 051 and TASK 052.                                                                                                                                                                                                                                                                   |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" 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 style="text-align: center;">30</td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">15</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 | 30 | Supervised laboratory hours | 15 | 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: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 45        |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 30        |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 15        |                                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| 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 type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Maximum enrolment (for information only):</b> 16<br><b>Expected Frequency of Course Offerings:</b><br>Once per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                   |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                   |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                   |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                    |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |

**TASK 053**
**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:

**Working Safely**

1. Explain the importance of safety at home and work.
2. Recognize hazards and suggest appropriate ways to ensure a safer work site.
3. Choose appropriate personal protective equipment needed for specific work sites.
4. Demonstrate safe working practices:
  - a. Vision and hearing
  - b. Lifting and back care
  - c. Ergonomics

**Health and Wellness**

1. Describe the inter-relationship of mental, emotional, physical, and spiritual health.
2. Explain the relationship between positive health behaviours and the prevention of injury, illness, and diseases.
3. Describe and demonstrate ways to reduce risks related to unhealthy behaviours and attitudes affecting physical health.
4. Demonstrate a practical knowledge of the main areas of health and wellness.
5. Identify community resources for health maintenance in independent living.
6. Compare health, disability, illness.
7. Set goals in areas of health management e.g. nutrition, fitness, stress management, leisure.
8. List community resources for both work and leisure.

**Advocacy**

1. Describe the history of people with disabilities in employment.
2. Relate their disability to the disability rights movement.
3. Become familiar with the BC Human Rights Code, BC Employment Standards Act, and federal Employment Equity Act regarding their rights as a worker and citizen in BC.
4. Describe appropriate personal education, and workplace accommodations (written instructions, scaffolding, fading supports).
5. Identify personal-based and social-based resources, including family and friend relationships and spiritual supports.
6. Identify the pros and cons of when and how to disclose one's disability.
7. Discuss disability in a positive manner.

**Obtain Industry Certificates**

1. First Aid
2. FoodSafe
3. SuperHost
4. Workplace Hazardous Materials Information System (WHMIS)

**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 speakers, research, discussions, group exercises, games, handbooks, videos, role play scenarios.

**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. Urban, H.                       | Life's Greatest Lessons: 20 Things That Matter | <input checked="" type="checkbox"/> | Simon and Schuster         | 2003 |
| 2. Ellis, D., Toft, D., Dawson, D. | Becoming a Master Student                      | <input checked="" type="checkbox"/> | Wadsworth Cengage Learning | 2015 |
| 3.                                 |                                                | <input type="checkbox"/>            |                            |      |
| 4.                                 |                                                | <input type="checkbox"/>            |                            |      |
| 5.                                 |                                                | <input type="checkbox"/>            |                            |      |

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

**TASK 053**

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

**Page 3 of 3**

**Typical Evaluation Methods and Weighting**

|                    |                  |                     |                    |
|--------------------|------------------|---------------------|--------------------|
| Final exam: %      | Assignments: 40% | Field experience: % | Portfolio: %       |
| Midterm exam: %    | Project: %       | Practicum: %        | Participation: 10% |
| Quizzes/tests: 20% | Lab work: 30%    | Shop work: %        | Total: 100%        |

**Details (if necessary):**

Participation is graded because this course focuses on employability. Participation and attendance demonstrate employability skills that are taught within this course.

**Typical Course Content and Topics**

1. Industry certificates
2. Health and wellness
3. Work safe practices
4. Advocacy

**Memo for Course Changes**

To: FACE Curriculum Committee

From: Alyson Seale, MEd. Instructor Workplace TASK

Date: November 12, 2018

**Subject: Proposal for revision of TASK 054 work Experience 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:

- a. The six-year course outline review is past due.
- b. The Calendar description has been revised to reflect the updated learning outcomes.
- c. Prerequisites have always been in place but have not been documented in the course outlines and so have been updated on the document.
- d. These revisions to the learning outcomes are to bring the course into alignment with the provincially articulated Adult Special Education Learning outcomes from the BCCAT ASE Program-Specific Transfer Guide, 2016. (<http://www.bccat.ca/pubs/aseguide2016>)
- e. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.

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

- a. There is no significant change in the content; however, the language has changed to reflect the provincial ASE learning outcomes, and the organization of learning outcomes within the program has changed. Therefore, the learning outcomes continue to be consistent with the program outcomes.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
  - a. No, this course is not required by any program beyond the discipline.
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. Indigenization will occur with the teaching methodology and the chosen course materials.
7. If this course is not eligible for PLAR, explain why:
  - a. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.
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
    - a. No change
  - b. Class size limit
    - a. No change
  - c. Frequency of offering
    - a. No change
  - d. Resources required (labs, equipment)
    - a. No change
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. No field trips required.
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Tuition \$340.80
  - b. Books and supplies \$0

**CWC comment and response:**

- Is it reasonable to allow PLAR for this particular course?  
*Since it is a work experience course, it seems reasonable that if a student has held a job before that PLAR could be used.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2010  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
 Course outline form version: 05/18/2018

## 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> TASK 054                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Work Experience I<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 Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br><br>This course has been developed for students with disabilities. Students will prepare for and participate in a community-based work experience to demonstrate their basic employability skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | TASK 051, TASK 052, TASK 053, and instructor's permission.                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | TASK 055 and TASK 056.                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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;">54</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;">36</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                                                                                                                                                                                                                                                                                                                           | 54 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 36 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>90</b> | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 54        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 36        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>90</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Maximum enrolment (for information only):</b> 16<br><b>Expected Frequency of Course Offerings:</b><br>Once per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                       |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> January 4, 2019                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> January 4, 2019                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> December 20, 2018                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |

**TASK 054**
**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:

**Employability/Workplace Skills**

1. Demonstrate behavioural expectations an employer has when looking for a potential employee.
2. Participate in verbal and non-verbal feedback.
3. Follow instructions and directions, written and verbal.
4. Demonstrate positive workplace values.
5. Employ appropriate conversational skills with fellow students, coworkers, and employers.
6. Ask for assistance on the job.
7. Demonstrate organizational skills (e.g. use planning tools, follow schedules, maintain punctuality and attendance).
8. Record work hours for both personal and payroll purposes.

**Work/Training Experience**

1. Identify and demonstrate safe work practices as per WorkSafe BC guidelines.
2. Participate in work site training orientation.
3. Identify and evaluate safe and unsafe work sites.
4. Complete one work experience in an identified job, based on interests, skills, and abilities when applicable.
5. Plan transportation to participate in a work placement, as required.
6. Set workplace goals and participate in evaluations.
7. Demonstrate good workplace habits and positive attitudes.

**Interpersonal Skills**

1. Identify and demonstrate attitudes for success.
2. Identify and demonstrate workplace expectations.
3. Demonstrate respectful interactions in a diverse multi-cultural learning/work environment.
4. Explore multicultural diversity in the workplace.
5. Demonstrate cooperative workplace behaviours.
6. Identify ways of taking initiative on the job.
7. Develop strategies for getting along with others: co-workers, supervisors, customers, and other stakeholders.
8. Define conflict and demonstrate conflict resolution strategies.
9. Demonstrate problem-solving strategies.

**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 speakers, research, discussions, group exercises, role play scenarios, monitored community based work experience.

**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. Urban, H.                       | Life's Greatest Lessons: 20 Things That Matter | <input checked="" type="checkbox"/> | Simon and Schuster         | 2003 |
| 2. Ellis, D., Toft, D., Dawson, D. | Becoming a Master Student                      | <input checked="" type="checkbox"/> | Wadsworth Cengage Learning | 2015 |

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

**Typical Evaluation Methods and Weighting**

|                 |                  |                       |              |
|-----------------|------------------|-----------------------|--------------|
| Final exam: %   | Assignments: 30% | Field experience: 70% | Portfolio: % |
| Midterm exam: % | Project: %       | Practicum: %          | Other: %     |
| Quizzes/tests:  | Lab work:        | Shop work: %          | Total: 100%  |

**Details (if necessary):**

Participation is graded because this course focuses on employability. Participation and attendance demonstrate employability skills that are taught within this course.

**Typical Course Content and Topics**

1. Introductory employability skills and attitudes
2. Workers' rights and responsibilities
3. Employment documents
4. Work experience

**Memo for Course Changes**

To: FACE Curriculum Committee

From: Alyson Seale, M.Ed. Instructor Workplace TASK

Date: November 12, 2018

**Subject: Proposal for revision of TASK 055 Work Experience II**

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. The six-year course outline review is past due.
- b. The Calendar description has been revised to reflect the updated learning outcomes.
- c. Prerequisites have always been in place but have not been documented in the course outlines and so have been updated on the document.
- d. These revisions to the learning outcomes are to bring the course into alignment with the provincially articulated Adult Special Education Learning outcomes from the BCCAT ASE Program-Specific Transfer Guide, 2016. (<http://www.bccat.ca/pubs/aseguide2016>)
- e. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.

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

- a. There is no significant change in the content; however, the language has changed to reflect the provincial ASE learning outcomes, and the organization of learning outcomes within the program has changed. Therefore, the learning outcomes continue to be consistent with the program outcomes.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
  - a. No, this course is not required by any program beyond the discipline.
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. Indigenization will occur with the teaching methodology and the chosen course materials.
7. If this course is not eligible for PLAR, explain why:
  - a. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.
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
    - a. No change
  - b. Class size limit
    - a. No change
  - c. Frequency of offering
    - a. No change
  - d. Resources required (labs, equipment)
    - a. No change
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. No field trips required.
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Tuition \$340.80
  - b. Books and supplies \$0



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2010  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
 Course outline form version: 05/18/2018

## 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> TASK 055                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Work Experience II<br><b>Course Short Title:</b> N/A<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 Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br><br>This course has been developed for students with disabilities. Students will prepare for, and participate in community-based work experiences, building on basic employability skills learned in TASK 054, by demonstrating enhanced employability skills.                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | TASK 051, TASK 052, TASK 053, and instructor's permission.                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | TASK 054 and TASK 056.                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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;">30</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;">60</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                                                                                                                                                                                                                                                                                                                           | 30 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 60 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>90</b> | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 30        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 60        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>90</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Maximum enrolment (for information only):</b> 16<br><b>Expected Frequency of Course Offerings:</b><br>Once per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                       |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> January 4, 2019                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> January 4, 2019                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> December 20, 2018                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |

**TASK 055**
**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:

**Employability/Workplace Skills — Enhanced**

1. Demonstrate behavioural expectations an employer has when looking for a potential employee.
2. Initiate verbal and non-verbal feedback.
3. Respond to different forms of feedback positively, considering the information to support positive changes.
4. Incorporate appropriate feedback.
5. Follow instructions and directions, written and verbal.
6. Demonstrate good organizational skills and work habits.
7. Demonstrate initiative and dependability on the job.
8. Demonstrate positive workplace values.
9. Present themselves at job interviews in a professional manner.
10. Respond to interview questions by representing their strengths.
11. Ask relevant questions of potential employers.
12. Employ appropriate conversational skills with fellow students, coworkers, and employers.
13. Ask for assistance on the job.
14. Demonstrate organizational skills (e.g. use planning tools, follow schedules and maintain punctuality and attendance).
15. Record work hours for both personal and payroll purposes.

**Work/Training Experience — Enhanced**

1. Demonstrate safe work practices as per WorkSafe BC guidelines.
2. Participate in work site training orientation.
3. Take appropriate action regarding unsafe work practices.
4. Complete a minimum of one work experience.
5. Set workplace goals and participate in evaluations.
6. Demonstrate good workplace habits and positive attitudes.
7. Plan and complete tasks as per instructions.

**Interpersonal Skills — Enhanced**

1. Demonstrate attitudes for success.
2. Demonstrate workplace expectations.
3. Explore multicultural diversity in the workplace.
4. Interact respectfully in a diverse, multi-cultural, learning/work environment.
5. Demonstrate cooperative workplace behaviours.
6. Take initiative on the job.
7. Demonstrate appropriate interpersonal skills with supervisors, coworkers, and customers.
8. Demonstrate conflict resolution strategies.
9. Demonstrate problem-solving strategies.
10. Give and receive feedback in an effective manner.
11. Define and demonstrate ethical behaviors.

**Customer Service Skills**

1. Identify the impact and importance of first impressions.
2. Demonstrate positive customer service skills.
3. Demonstrate effective customer service communication, including responding to nonverbal communication.
4. Identify and demonstrate appropriate responses to customer inquiries.
5. Identify and demonstrate ways of dealing with challenging customers.

**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 speakers, research, discussions, group exercises, role-play scenarios, monitored community based work experience.

**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. Urban, H.                       | Life's Greatest Lessons: 20 Things That Matter | <input checked="" type="checkbox"/> | Simon and Schuster         | 2003 |
| 2. Ellis, D., Toft, D., Dawson, D. | Becoming a Master Student                      | <input checked="" type="checkbox"/> | Wadsworth Cengage Learning | 2015 |

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

**TASK 055**

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

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**Typical Evaluation Methods and Weighting**

|                 |                  |                       |              |
|-----------------|------------------|-----------------------|--------------|
| Final exam: %   | Assignments: 30% | Field experience: 70% | Portfolio: % |
| Midterm exam: % | Project: %       | Practicum: %          | Other: %     |
| Quizzes/tests:  | Lab work:        | Shop work: %          | Total: 100%  |

**Details (if necessary):**

Participation is graded because this course focuses on employability. Participation and attendance demonstrate employability skills that are taught within this course.

**Typical Course Content and Topics**

1. Enhanced employability skills and attitudes
2. Work experience
3. Workers' rights and responsibilities
4. Introductory job search skills
5. Employment documents

**Memo for Course Changes**

To: FACE Curriculum Committee

From: Alyson Seale, MEd. Instructor Workplace TASK

Date: November 12, 2018

**Subject: Proposal for revision of TASK 056 Personal and Career Portfolio**

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. The six-year course outline review is past due.
- b. The Calendar description has been revised to reflect the updated learning outcomes.
- c. Prerequisites have always been in place but have not been documented in the course outlines and so have been updated on the document.
- d. These revisions to the learning outcomes are to bring the course into alignment with the provincially articulated Adult Special Education Learning outcomes from the BCCAT ASE Program-Specific Transfer Guide, 2016. (<http://www.bccat.ca/pubs/aseguide2016>)
- e. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.

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

- a. There is no significant change in the content; however, the language has changed to reflect the provincial ASE learning outcomes, and the organization of learning outcomes within the program has changed. Therefore, the learning outcomes continue to be consistent with the program outcomes.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
  - a. No, this course is not required by any program beyond the discipline.
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. Indigenization will occur with the teaching methodology and the chosen course materials.
7. If this course is not eligible for PLAR, explain why:
  - a. This course will be eligible for PLAR once it has been articulated at the provincial ASE articulation committee meeting spring of 2019.
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
    - a. No change
  - b. Class size limit
    - a. No change
  - c. Frequency of offering
    - a. No change
  - d. Resources required (labs, equipment)
    - a. No change
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
  - a. No field trips required.
10. Estimate of the typical costs for this course, including textbooks and other materials:
  - a. Tuition \$340.80
  - b. Books and supplies \$0



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2010  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
 Course outline form version: 05/18/2018

## 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> TASK 056                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Personal and Career Portfolio<br><b>Course Short Title:</b> Personal & Career Portfolio<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 Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department:</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                                         |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>This course has been developed for students with disabilities. In this course, students will develop a personal, career-related portfolio that identifies and shows evidence of workplace essential skills attained through life experience and/or training and education.                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | TASK 051, TASK 052, TASK 053, and instructor's permission.                                                                                                                                                                                                                                                                                      |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | TASK 054, TASK 055                                                                                                                                                                                                                                                                                                                              |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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;">30</td></tr> <tr><td>Tutorials/workshops</td><td style="text-align: center;">30</td></tr> <tr><td>Supervised laboratory hours</td><td style="text-align: center;">30</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                                                                                                                                                                                                                                                                                                                           | 30 | Tutorials/workshops | 30 | Supervised laboratory hours | 30 | 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 type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 30        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 30        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 30        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| 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>Maximum enrolment (for information only):</b> 16<br><b>Expected Frequency of Course Offerings:</b><br>Once per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> January 4, 2019                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> January 4, 2019                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> December 20, 2018                                                                                                                                                                                                                                                                                                         |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> January 25, 2019                                                                                                                                                                                                                                                                                                        |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**TASK 056**
**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:

**Develop a Portfolio**

1. Identify short, medium, and long-term career-related goals.
2. List four measurable steps, within a reasonable time frame, for achieving short-term goals.
3. Recognize where and how experiential learning has occurred.
4. Identify the skills acquired through experiential learning (transferable skills).
5. Discriminate between formal and other learning.
6. Identify and list personal skill competencies.
7. Support learning statements with evidence (e.g., certificates attained, work evaluations, letters of reference).
8. Prepare/update a work-ready resume.
9. Identify learning needs for self-advancement.
10. Identify regional learning opportunities for personal advancement.
11. Identify funding options.
12. List locations of learning materials relevant to chosen work or field of interest.
13. Organize capstone material into a portfolio.

**Job Search Skills**

1. Identify local public and private employment agencies.
2. Identify and outline individual employment support and training needs.
3. Create a supported or independent job search plan.
4. Connect with the organization that will assist with the next step toward education or employment.

**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, computer research, lectures.

**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. Urban, H.                       | Life's Greatest Lessons: 20 Things That Matter | <input checked="" type="checkbox"/> | Simon and Schuster         | 2003 |
| 2. Ellis, D., Toft, D., Dawson, D. | Becoming a Master Student                      | <input checked="" type="checkbox"/> | Wadsworth Cengage Learning | 2015 |

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

UFV campus card with credit for printing.

**Typical Evaluation Methods and Weighting**

|                 |                         |                     |                       |
|-----------------|-------------------------|---------------------|-----------------------|
| Final exam: %   | Assignments: %          | Field experience: % | Career Portfolio: 65% |
| Midterm exam: % | Next step planning: 25% | Practicum: %        | Participation: 10%    |
| Quizzes/tests:  | Lab work:               | Shop work: %        | Total: 100%           |

**Details (if necessary):**

Participation is graded because this course focuses on employability. Participation and attendance demonstrate employability skills that are taught within this course.

**Typical Course Content and Topics**

1. Realistic goal setting
2. Next steps plan
3. Lifelong learning
4. Portfolios

**Memo for New Course**

To: CACC, UEC

From: Samantha Pattridge

Date: January 30, 2019

**Subject: Proposal for new course ARTS 299**

1. Rationale for new course: The BA portfolio requirements have been in place since Fall 2017. After consultation with the various instructors who have taught the portfolio courses to date, which include ARTS 101 and ARTS 201, with Advising, and with other relevant program areas such as the BGS, we have decided to simplify the BA portfolio requirements.

The 2017 BA requirements included four courses for the portfolio, ARTS 101 at 2 credits, ARTS 201 and 301 at 1 credit each, and ARTS 401 at 2 credits. We have found that students are having trouble differentiating four courses from the number of actual credits they are achieving. They are also having difficulty fitting these courses into their workload plans.

The proposed change to the BA will see the portfolio requirements reduced to two 3-credit courses. While students will be completing the same number of credits related to portfolios, they will take only two courses. This change should ease the perception of the portfolio requirement and enable easy scheduling and staffing. The new program requirement (change also submitted) will ask students to complete an introductory portfolio course at second year and a final portfolio course in fourth year.

2. How this new course fits into program(s): ARTS 299 will take the place of ARTS 101 and ARTS 201 in the BA. Then, instead of taking ARTS 301 and 401, which have not yet been offered, students will take PORT 399. PORT 399 has strong possibilities as an institution-wide exit portfolio course, and given the interest in portfolios within other programs, we felt it best to avoid too much duplication of courses. If each program designs its own introductory portfolio course based on program outcomes which then feeds into the common PORT 399, we are maintaining the individuality of the program-specific portfolio experience, but also allowing for a diverse mix of students and programs in the final career-focused course.

***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): The learning outcomes are largely adopted from ARTS 101 and ARTS 201 and focus on helping students reflect on how they meet the BA learning outcomes (which are the ILOs plus one) throughout their studies.
4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? This course is only required for the BA.
5. Which program areas have been consulted about the course? The BGS and BES have both been consulted.

6. If a new discipline designation is required, explain why: n/a
7. What consideration has been given to indigenizing the curriculum? The course specifically asks students to reflect critically on Reconciliation and Indigenization and what it means to them personally.
8. If this course is not eligible for PLAR, explain why:
9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value – combining a 2-credit and 1-credit course into a 3-credit course, so no change.
  - b. Class size limit – no change
  - c. Frequency of offering – no change
  - d. Resources required (labs, equipment) – no change
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: no cost

**CWC comments and responses:**

- Why is this being created as an ARTS course rather than a BA-specific PORT course?  
*There could be value to calling this course PORT 299, to help identify the portfolio courses easily. However, the course would be specific to the Arts curriculum and should still fall under the Dean of Arts' umbrella. If and when portfolio courses are developed in other areas, they could be listed with different numbers under the PORT course code and linked to the different budget. I think there is also value with sticking with the ARTS course code if it makes institutional reporting and behind-the-scenes Banner and Degree Audit work easier. However, if the committee feels PORT 299 is a better choice, we have no objection. In that case, we would like to add some additional language to the calendar description: "An introduction to reflective and integrative learning in the arts through the creation of an ePortfolio."*
- What is the purpose of the requirement that this course be completed within 75 credits of admission to the BA? Note that some students may be admitted to the BA with a number of credits from another program. Should this be changed to "within the first 75 credits of the BA"? Or if students are transferring with 60 plus credits, will ARTS 299 be waived?  
*Yes, the change to "within the first 75 credits of the BA" makes sense, and thank you for the suggestion.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2019  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): March 2025  
 Course outline form version: 05/18/2018

## 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> ARTS 299                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Arts Portfolio<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> Choose an item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Department (or program if no department):</b> College of Arts                                                                                                                                                                                                                                                                                |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>An introduction to reflective and integrative learning through the creation of an ePortfolio.<br><br>Note: Students with credit for ARTS 101 and/or ARTS 201 cannot take this course for further credit.<br>Note: This course must be completed within the first 75 credits of the Bachelor of Arts.                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | 9 university-level credits.                                                                                                                                                                                                                                                                                                                     |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <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): <b>ARTS 101, ARTS 201</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td></td> </tr> <tr> <td>Tutorials/workshops</td> <td>30</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>15</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           |  | Tutorials/workshops | 30 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 15 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 30        |                                                                                                                                                                                                                                                                                                                                                 |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 15        |                                                                                                                                                                                                                                                                                                                                                 |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Every semester <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                      |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Samantha Pattridge                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> January 29, 2019                                                                                                                                                                                                                                                                                                          |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> February 5, 2019                                                                                                                                                                                                                                                                                                          |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> February 5, 2019                                                                                                                                                                                                                                                                                                          |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                       |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                           |  |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |

**ARTS 299**

**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:

- Construct a BA Outcomes ePortfolio
- Develop strategies for achieving Institutional Learning Outcomes
- Make connections between different types of learning experiences
- Summarize and reflect critically on learning experiences
- Present the draft ePortfolio, its rationale, and a completion strategy
- Navigate the university's learning management system, as demonstrated through completion of an online tutorial
- Critically reflect on Indigenization and Reconciliation from a personal perspective

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

☐ Yes      ☒ No, PLAR cannot be awarded for this course because this course is specific to UFV's BA requirements and services and therefore must be completed here.

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

Lectures, guest lectures, workshops, presentations, seminars, group activities.

**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. Links to UFV website pages with relevant information |                                                                                                       | <input type="checkbox"/> |                                     |      |
| 2. Wuetherick, B & Dickinson, J.                        | Why ePortfolios? Student perceptions of ePortfolio use in continuing education learning environments. | <input type="checkbox"/> | International Journal of ePortfolio | 2015 |
| 3. Gambino, L.M.                                        | Putting e-portfolios at the center of our learning                                                    | <input type="checkbox"/> | Peer Review                         | 2014 |
| 4. D'Erizans, R. & Bibbo, T.                            | Time to reflect e-portfolios and the development of growth mindsets                                   | <input type="checkbox"/> | Independent School                  | 2015 |
| 5.                                                      |                                                                                                       | <input type="checkbox"/> |                                     |      |

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

**Typical Evaluation Methods and Weighting**

|                |   |              |      |                   |   |            |      |
|----------------|---|--------------|------|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 100% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:     | %    | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %    | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

In-class and online activities 25%

Reflective exercises 25%

ePortfolio 50%, to include

- Design
- Design rationale
- Completion strategies
- Presentation of design and rationale

Note: Students must complete the Blackboard tutorial with a Credit grade to receive credit for this course.

**Typical Course Content and Topics**

Week 1: Introduction to portfolios and ILOs

Weeks 2, 3: Online module (9 hours)

Week 4: Reflective practices

Week 5: ePortfolio design features; BA outcomes and goal setting

Weeks 6, 7: Identifying and gathering artifacts; understanding organizational strategies

Week 8: ePortfolio workshop; defining your identity

Week 9, 10: ePortfolio draft submission for peer and instructor feedback

Weeks 11, 12: Presentation of ePortfolios

Week 13: Next steps, PORT 399 requirements, civic and intercultural engagement

**Memo for Program Changes**

To: CACC, CAC, UEC Screening Subcommittee, CWC, UEC

From: Samantha Pattridge, Associate Dean of Students (Acting)

Date: January 23<sup>rd</sup>, 2019

**Subject: Program change – Bachelor of Arts**

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: Re-instatement of co-operative education statement in Academic Calendar.

2. Rationale for change(s): *After running the BA and portfolio courses for a year and half and consulting with instructors and advisors, we have decided to implement a new structure for the portfolio requirement. Instead of two 2-credit and two 1-credit courses, students will now complete one 3-credit course in second year and one 3-credit course in fourth year. The new course, ARTS 299, will replace ARTS 101 and 201. In place of ARTS 301 and 401, students will complete PORT 399.*

*These changes will benefit students and faculty. Students have been reporting that they struggle with finding portfolio artifacts in their first semester in ARTS 101. They are also finding difficulty scheduling the 2-credit and 1-credit courses. Likewise, it has sometimes been problematic to find faculty to teach these courses because of scheduling difficulties.*

*In anticipation of other program areas at UFV implementing portfolio requirements, and in an attempt to avoid unnecessary duplication of courses and resources, we feel PORT 399 is ideally positioned to be a capstone portfolio course that could be used by any student in the institution.*

*As for the co-op wording, it was inadvertently dropped from the calendar copy when the new BA was created.*

*Courses approved by CACC as meeting the vetting criteria for the BA Foundational Skills have also been added.*

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: *Learning outcomes are unchanged*

4. What consideration has been given to indigenizing the curriculum? *As per the original BA submission*
5. Will additional resources be required? If so, how will these costs be covered? *No*
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? *A transition plan has been developed with Advising, so that students currently in the BA or entering before ARTS 299 is implemented will have opportunities to take ARTS 101 and 201, which will be considered equivalent to ARTS 299. We will immediately begin advising students to take PORT 399 to fulfill the remainder of their portfolio requirements for the BA since ARTS 301 and 401 have not been scheduled to date.*
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? *No*
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.) *No change*
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 change*
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. *No budgetary considerations*

**CWC comments and responses:**

- Note that the Liberal Arts diploma still includes information on ARTS 101, 201, 301, and 401. *Calendar copy for the LAD is attached. Sorry for the oversight.*
- As PORT 399 is intended to be used as a capstone course, would it be more appropriate to change that course to PORT 499?  
*Yes, we are thinking PORT 399 will change to PORT 499, but we did not have time to make that change now.*
- Is this change intended to be in effect for students admitted for September 2019, or September 2020?  
*We would like the change to be effective for students admitted in September 2019. We have not yet run ARTS 301 and 401. Making the changes now means we will be able to switch to the new requirement with minimal disruption to students' program paths.*

## ARTS

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

## Bachelor of Arts degree

## Personal and social responsibility

Students must demonstrate and apply learning in two areas of personal and social responsibility: civic engagement and intercultural engagement. Through civic engagement, students apply classroom learning to their communities and reflect on the personal and social benefits of active citizenship. Through intercultural engagement, students gain insight into respectful intercultural practices, which includes understanding one's cultural norms and biases and respecting and honouring cultural differences, and apply what they have learned.

Each aligns with specific outcomes.

| Personal and social responsibility | Successful students will be able to:                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Civic engagement</b>            | <ul style="list-style-type: none"> <li>• Articulate the aims and goals of a particular community group or activity</li> <li>• Apply skills and knowledge acquired during BA studies in the community</li> <li>• Identify ways one's civic engagement benefits the individual and society</li> <li>• Reflect on one's self development related to civic identity and participation</li> </ul> |
| <b>Intercultural engagement</b>    | <ul style="list-style-type: none"> <li>• Identify one's own cultural norms and biases</li> <li>• Articulate characteristics and features of another culture</li> <li>• Interpret intercultural engagement through more than cultural one perspective</li> <li>• Articulate similarities and differences between cultures in a non-judgmental way</li> </ul>                                  |

Students may meet these requirements through specific courses or non-credit activities; non-credit activities must reflect the above definitions, demonstrate achievement of the defined

outcomes, and require a minimum of 60 hours. Students wishing to meet the requirement through non-credit means should consult with an advisor regarding the approval process.

| Requirement                     | Course options                                                                                                                                                                                                                                                                                                                    | Non-course options                                                                                                                           |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Civic engagement</b>         | GDS 100/GEOG 109, GDS 310, <a href="#">GEOG 312</a> , GEOG 360, GEOG 396, GEOG 412, GEOG 460, GEOG 464/GD 464, SOC 396, or VA 390; or approved, relevant internship or practicum not listed above                                                                                                                                 | Minimum of 60 hours relevant, paid or volunteer experience; minimum 60 hours relevant co-curricular record experience                        |
| <b>Intercultural engagement</b> | ANTH 111, CMNS 180, GDS 250, GDS 311, GEOG 346, GEOG 398, GEOG 466/GD 466, HIST 103, HIST 396o, <a href="#">Indigenous Maps, Films, Rights &amp; Land Claims Certificate</a> , JAPN 103, LAS 200, <a href="#">PACS 200</a> , SOC 250/GDS 250, SOC 200, or SOC 398; or approved, relevant internship or practicum not listed above | Minimum of 60 hours relevant, paid or volunteer experience; minimum 60 hours relevant co-curricular record experience; approved study abroad |

Note: Students may not use a course applied to their foundational skills requirements to meet their personal and social responsibility requirements.

### ePortfolio ([24](#) courses: 6 credits)

All students must complete an ePortfolio as part of their BA requirements. The ePortfolio is an Outcomes Portfolio. Students demonstrate their learning related to the nine Institutional Learning Outcomes and the additional BA learning outcome.

The ePortfolio is an important tool which not only showcases student learning in the BA, but also allows students an opportunity to invest in their future success. Students may use their ePortfolios to support graduate school applications, work applications, or other post-BA activities.

Students take ~~four~~ two credited courses to guide and support the development of their ePortfolios, each with specific outcomes. Please see the official course outlines for course outcomes.

| Course                       | Must be completed                                             |
|------------------------------|---------------------------------------------------------------|
| <del>ARTS 101</del>          | <del>Within the first 30 credits</del>                        |
| ARTS <del>299</del> 01       | <del>Before</del> <u>Between 31 and 60 credits (see Note)</u> |
| <del>ARTS 301</del>          | <del>Between 61 and 90 credits</del>                          |
| <del>PORT 399</del> ARTS 401 | After 90 credits and prior to graduation                      |

~~Note: Students transferring to UFV or into the BA with 45-60 credits will not be required to complete ARTS 201. All such students, however, will need to complete ARTS 101.~~

### Available declaration options

| Discipline                                                      | Honours | Major | Extended minor | Minor |
|-----------------------------------------------------------------|---------|-------|----------------|-------|
| <u><a href="#">Anthropology</a></u>                             |         |       | ✓              | ✓     |
| <u><a href="#">Applied Ethical and Political Philosophy</a></u> |         |       |                | ✓     |

|                                     |                                          |                                                      |   |   |
|-------------------------------------|------------------------------------------|------------------------------------------------------|---|---|
| <u>Applied Statistics</u>           |                                          |                                                      |   | ✓ |
| <u>Art History</u>                  |                                          |                                                      | ✓ | ✓ |
| <u>Biology</u>                      |                                          |                                                      | ✓ |   |
| <u>Business</u>                     |                                          |                                                      |   | ✓ |
| <u>Communications</u>               |                                          |                                                      |   | ✓ |
| <u>Computer Information Systems</u> |                                          |                                                      | ✓ | ✓ |
| <u>Creative Writing</u>             | ✓<br>(English Honours, Creative Writing) | ✓<br>(English major, Creative Writing concentration) | ✓ | ✓ |
| <u>Criminal Justice</u>             |                                          |                                                      | ✓ | ✓ |
| <u>Economics</u>                    |                                          | ✓                                                    |   | ✓ |
| <u>English</u>                      | ✓                                        | ✓                                                    | ✓ | ✓ |
| <u>French</u>                       |                                          | ✓                                                    | ✓ | ✓ |
| <u>Geography</u>                    | ✓                                        | ✓                                                    | ✓ | ✓ |

|                                        |   |   |   |   |
|----------------------------------------|---|---|---|---|
| <u>Global Development Studies</u>      |   |   | ✓ | ✓ |
| <u>Graphic and Digital Design</u>      |   |   | ✓ | ✓ |
| <u>History</u>                         | ✓ | ✓ | ✓ | ✓ |
| <u>Indigenous Studies</u>              |   | ✓ |   | ✓ |
| <u>Kinesiology</u>                     |   |   |   | ✓ |
| <u>Latin American Studies</u>          |   |   | ✓ | ✓ |
| <u>Mathematics</u>                     |   | ✓ | ✓ | ✓ |
| <u>Mathematics (Statistics option)</u> |   |   | ✓ | ✓ |
| <u>Media and Communication Studies</u> |   |   | ✓ | ✓ |
| <u>Peace and Conflict Studies</u>      |   | ✓ |   | ✓ |
| <u>Philosophy</u>                      |   | ✓ | ✓ | ✓ |
| <u>Political Science</u>               |   | ✓ | ✓ | ✓ |

|                               |   |   |   |   |
|-------------------------------|---|---|---|---|
| <u>Psychology</u>             | ✓ | ✓ | ✓ |   |
| <u>Sociology</u>              |   | ✓ | ✓ | ✓ |
| <u>Sociology/Anthropology</u> |   | ✓ |   |   |
| <u>Theatre</u>                |   | ✓ | ✓ | ✓ |
| <u>Visual Arts</u>            |   |   | ✓ | ✓ |

### Co-operative Education Option

The Co-operative Education option provides students with the opportunity to acquire paid, career-related work experience in conjunction with their studies in the Bachelor of Arts degree program. See the Co-operative Education section for more details.

ARTS  
[ufv.ca/arts](http://ufv.ca/arts)

## Liberal Arts diploma

Students planning to apply to the [Bachelor of Arts](#) after completion of the LAD should familiarize themselves with additional BA requirements, particularly the second language competency requirement, as well as the requirements for specific majors, extended minors, and minors.

LAD graduates who ladder into the BA will need to complete ARTS ~~299~~ ~~401~~ within 15 credits of admission to the degree. ~~They will not be required to complete ARTS 201. ARTS 301 will need to be completed before 90 credits and ARTS 401-PORT 399~~ will need to be completed between 91 and 120 credits.

**Memo for Program Changes**

To: CACC, CAC, UEC

From: Samantha Pattridge, Associate Dean of Students, College of Arts

Date: November 29, 2018

**Subject: Program change – Associate of Arts (General, Media and Communication Studies, and Theatre Options)**

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): When CMNS 120 was added as a writing option in the BA, we forgot to add it to the AA as well. Additional updates to elective courses.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

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

5. Will additional resources be required? If so, how will these costs be covered?

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?

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.)

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.

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:**

- Why is this change not also being made to the International and Development Studies option?  
*Changes to the IDS option are currently being reviewed by IDS faculty.*

## ARTS

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

## Associate of Arts degree - general option

## Entrance requirements

See the [Associate of Arts degree section](#) for details on entrance requirements and application procedures.

## General requirements

60 credits of 100- and 200-level courses. A minimum of 15 credits must be completed at UFV.

Each course must be transferable to one of Simon Fraser University, University of British Columbia, University of Northern British Columbia, or University of Victoria. Transferability of courses can be found on the B.C. Transfer Guide at [bctransferguide.ca](http://bctransferguide.ca). No course will be used to meet more than one of the following specific requirements.

Graduation requires a cumulative GPA of 2.00 or higher calculated on all courses that could apply to the program.

## Specific requirements

| Course                                                | Title | Credits |
|-------------------------------------------------------|-------|---------|
| <b>6 credits in English or Communications:</b>        |       |         |
| ENGL 105–170 or CMNS <a href="#">120</a> , 125 or 251 |       | 6       |
| <b>9 credits in Science:</b>                          |       |         |

|                                                      |                                        |     |
|------------------------------------------------------|----------------------------------------|-----|
| Mathematics, Computing Science, or Statistics course |                                        | 3-4 |
| Lab science                                          | 100-level course                       | 3-4 |
| Science elective                                     | 100- or 200-level course               | 3-4 |
| <b>36 credits in Arts:</b>                           |                                        |     |
| Social Sciences                                      | 100-level courses                      | 6   |
| Humanities                                           | 100-level courses (other than English) | 6   |
| Arts electives                                       | 100- or 200-level courses              | 6   |
| Arts electives                                       | 200-level courses (see Note)           | 18  |
| <b>9 credits in Arts, Science, or other areas</b>    |                                        | 9   |

|       |  |    |
|-------|--|----|
| Total |  | 60 |
|-------|--|----|

Note: Arts electives must be in two or more subject areas

## Subject areas

Please see [this section](#) for a list of the subject areas which apply to Associate of Arts program categories.

## 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 listings

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

[Return to main Associate of Arts page](#)

## MEDIA AND COMMUNICATION STUDIES

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

### Associate of Arts degree - Media and Communication Studies option

The Associate of Arts, Media and Communication Studies option, focuses on the study of information - how it is created, packaged, distributed, and used.

You will learn about different media industries, including social networks, and how they are changing. You will learn how advertising and other commercial images affect you, how Canadians fit into the global village and what it means to be literate in the new media; in short, you will learn how your life and society are changing in response to innovations in communication.

Students seeking careers in the technical areas of media production will find these courses very valuable, but will need courses from elsewhere to provide instruction in the mechanics of production. For example, while the music industry is studied, sound recording is not.

Graduates of the Associate of Arts, Media and Communication Studies option are prepared to seek employment, to transfer to one of the many degree programs in Canada, or to ladder into the Bachelor of Arts ([MACS minor or extended minor](#)) at UFV. Graduates are also eligible to apply to enter into the third year of the [Bachelor of Arts in Professional Communication](#) at Royal Roads University.

### Careers in Media and Communication

People with degrees in media and communication find work in a variety of fields, such as: media research, training or consulting; media production, analysis, or criticism; advertising and public relations; human relations and management. They can also go on to graduate school.

### Entrance requirements

See the [Associate of Arts degree section](#) for details on entrance requirements and application procedures.

## General requirements

1. 60 credits of 100- and 200-level courses. A minimum of 15 credits must be completed at UFV.
2. Each course must be transferable to one of Simon Fraser University, University of British Columbia (Vancouver or Okanagan campus), University of Northern British Columbia, or University of Victoria. Transferability of courses can be found on the B.C. Transfer Guide at [bctransferguide.ca](http://bctransferguide.ca). No course will be used to meet more than one of the following specific requirements.
3. Graduation requires a cumulative GPA of 2.00 or higher calculated on all courses that could apply to the program.

## Specific requirements

| Course                                                | Title | Credits |
|-------------------------------------------------------|-------|---------|
| <b>6 credits in English or Communications:</b>        |       |         |
| ENGL 105–170 or CMNS <a href="#">120</a> , 125 or 251 |       | 6       |
| <b>9 credits in Science:</b>                          |       |         |
| Mathematics, Computing Science, or Statistics course  |       | 3-4     |

|                            |                                          |     |
|----------------------------|------------------------------------------|-----|
| Lab science                | 100-level course                         | 3-4 |
| Science elective           | 100- or 200-level course                 | 3-4 |
| <b>36 credits in Arts:</b> |                                          |     |
| MACS 110                   | Introduction to Communication Theory     | 3   |
| MACS 130                   | Mass Communication in Canada             | 3   |
| MACS                       | 200-level courses, CMNS 180, or ENGL 208 | 15  |
| Humanities                 | 100-level courses (other than English)   | 9   |
| Arts elective              | 100- or 200-level course                 | 3   |
| Arts elective              | 200-level course                         | 3   |

|                                            |  |    |
|--------------------------------------------|--|----|
| 9 credits in Arts, Science, or other areas |  | 9  |
| Total                                      |  | 60 |

## Subject areas

Please see [this section](#) for a list of the subject areas which apply to Associate of Arts program categories.

## 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 listings

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

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[Return to main Media and Communication Studies page](#)

[Go to main Social, Cultural, and Media Studies page](#)

## THEATRE

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

## Associate of Arts degree - Theatre option

Admission for the program is for the September semester only. Students wishing to start in January may do so by taking any course for which they have the stated prerequisites and then applying for the following September.

## Entrance requirements

Applicants should apply to the Associate of Arts: Theatre. See the [Associate of Arts degree section](#) for details on entrance requirements and application procedures.

## General requirements

1. 60 credits of 100- and 200-level courses. A minimum of 15 credits must be completed at UFV.
2. Each course must be transferable to one of Simon Fraser University, University of British Columbia, University of Northern British Columbia, or University of Victoria.  
Transferability of courses can be found on the B.C. Transfer Guide at [bctransferguide.ca](http://bctransferguide.ca).  
No course will be used to meet more than one of the following specific requirements.
3. Graduation requires a cumulative GPA of 2.00 or higher calculated on all courses that could apply to the program.

## Specific requirements

| Course                                         | Title | Credits |
|------------------------------------------------|-------|---------|
| <b>6 credits in English or Communications:</b> |       |         |

|                                                                                     |                                                 |     |
|-------------------------------------------------------------------------------------|-------------------------------------------------|-----|
| ENGL 105                                                                            | Academic Writing                                | 3   |
| ENGL 108–170 (ENGL 130 recommended) or one of CMNS <a href="#">120</a> , 125 or 251 |                                                 | 3   |
| <b>9 credits in Science:</b>                                                        |                                                 |     |
| Mathematics, Computing Science, or Statistics course                                |                                                 | 3-4 |
| Lab science                                                                         | 100-level course                                | 3-4 |
| Science elective                                                                    | 100- or 200-level course                        | 3-4 |
| <b>45 credits in Arts:</b>                                                          |                                                 |     |
| THEA 101                                                                            | Introduction to Theatre and Performance Studies | 3   |
| THEA 112                                                                            | Acting I: Essentials of Acting (see Note)       | 3   |

|                    |                                                                                                                                                       |          |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| THEA 121           | Stagecraft I                                                                                                                                          | 3        |
| <b>or</b> THEA 123 | Stagecraft II                                                                                                                                         |          |
| THEA 199           | Technical Theatre Practicum                                                                                                                           | 3        |
| THEA 203/ENGL 233  | History of Theatre and Drama: Antiquity to 1642<br><b>(course title change to “Performance History I: Antiquity to 1600” pending final approval).</b> | 3        |
| THEA 204/ENGL 234  | History of Theatre and Drama: 1642 to 1914<br><b>(course title change to “Performance History II: 1600 – 1900” pending final approval).</b>           |          |
| <u>THEA 205</u>    | <u>Foundations of Performance Studies</u> (new course; awaiting final approval)                                                                       | <u>3</u> |
| <u>THEA 206</u>    | <u>Dramaturgy</u> (new course; awaiting final approval)                                                                                               | <u>3</u> |
| THEA 211           | Character and Scene Study I                                                                                                                           | 3        |

|                             |                                                                                |     |
|-----------------------------|--------------------------------------------------------------------------------|-----|
| THEA 215                    | Voice and Body I                                                               | 3   |
| <b>or</b> THEA 250/ENGL 253 | Introduction to Storytelling in Indigenous, Theatrical, and Global Communities |     |
| THEA 299                    | Theatre Production Practicum                                                   | 1-3 |
| <b>or</b> THEA 290          | Acting Practicum                                                               |     |
| <b>or</b> THEA 295          | Backstage Practicum                                                            |     |
| English                     | 200-level course, excluding ENGL 233 and 234                                   | 3   |
| Social Sciences             | 100-level courses                                                              | 6   |
| Arts elective               | 100- or 200-level course                                                       | 3   |

|                   |                   |    |
|-------------------|-------------------|----|
| Arts<br>electives | 200-level courses | 6  |
| Total             |                   | 60 |

Note: The prerequisite for THEA 112 is THEA 111 with a B, or audition. Students with previous training or experience in acting may audition for direct admission to THEA 112. Please refer to the Theatre website for information on audition dates and guidelines. THEA 111, if taken, may be used as the 100-level Arts elective.

## Subject areas

Please see [this section](#) for a list of the subject areas which apply to Associate of Arts program categories.

## Theatre practicum courses

Theatre practica are assigned to each production in the department's annual season of theatre. The required practicum courses for the Associate of Arts — Theatre option are one of THEA 199 (Technical Theatre Practicum) or THEA 299 (Theatre Production Practicum). The Theatre department also offers two credit/non-credit practica designed for students who wish to develop additional experience in theatre practice: THEA 290 (Acting Practicum) and THEA 295 (Backstage Practicum).

Since each production represents a unique project, students may repeat THEA 199 or 299 once for further elective credit towards the Associate of Arts — Theatre option. Students may also acquire as many THEA 290 or THEA 295 credits as they wish, however only a maximum of six credits from THEA 199, 299, 290, or 295 can be used for elective credits towards any UFV degree program, including the Associate of Arts. In all cases, additional credit will only be granted when the work undertaken in each practicum represents a different production role.

## **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 listings**

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

[Return to main Associate of Arts page](#)

[Return to main Theatre page](#)

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

## Arts - Table of subject areas

The following list contains the subject areas which apply to Associate of Arts program categories. English is a requirement of the Associate of Arts degree, but cannot be used to meet the Humanities requirements. Not all courses in each subject area have university-level credit. It is important to use the B.C. Transfer Guide available online at [bctransferguide.ca](http://bctransferguide.ca) to check that your course choice is transferable to at least one of UBC, UNBC, UVic, or SFU.

| Humanities                    | Social Sciences              | Sciences                                  |                                            |                                                                                                |
|-------------------------------|------------------------------|-------------------------------------------|--------------------------------------------|------------------------------------------------------------------------------------------------|
|                               |                              | MATH/ Stats/<br>COMP                      | Lab Science                                | <u>Science</u> Elective                                                                        |
| Art History                   | Anthropology                 | Computer Information Systems (see Note 3) | Astronomy 103 or 104                       | Biology                                                                                        |
| Communications (see Note 1)   | Criminology                  | Computing Science                         | Biology                                    | Chemistry                                                                                      |
| Film                          | Economics                    | Mathematics                               | Chemistry                                  | Geography <a href="#">105</a> , <a href="#">111</a> , <a href="#">117</a> , 201, 202, 251, 253 |
| Graphic Design                | Geography                    | Psychology 110                            | Geography <del>101, 102</del> , 103 or 116 | Kinesiology (see Note 4)                                                                       |
| History                       | Global Development Studies   | <a href="#">Statistics</a>                | Kinesiology 163 or 170                     | Mathematics                                                                                    |
| Linguistics                   | Indigenous Peoples Knowledge |                                           | Physics                                    | Physics                                                                                        |
| <a href="#">Mathematics</a>   | Latin American Studies       |                                           |                                            | <a href="#">Statistics</a>                                                                     |
| Modern Languages (see Note 2) |                              |                                           |                                            |                                                                                                |

|                   |                                  |  |  |                                                                                                                    |
|-------------------|----------------------------------|--|--|--------------------------------------------------------------------------------------------------------------------|
| Philosophy        | Media and Communications Studies |  |  | <a href="#"><u>Course from Lab Science or MATH / STATS / COMP lists not already used to meet a requirement</u></a> |
| Religious Studies |                                  |  |  |                                                                                                                    |
| Theatre           | Peace and Conflict Studies       |  |  |                                                                                                                    |
| Visual Arts       | Political Science                |  |  |                                                                                                                    |
|                   | Psychology                       |  |  |                                                                                                                    |
|                   | Sociology                        |  |  |                                                                                                                    |
|                   | Women's Studies                  |  |  |                                                                                                                    |

Note 1: The following CMNS courses are eligible to be used towards the Humanities requirement in the Associate of Arts: CMNS 140, 145, 175, 180, 212, 235, 257, and 280.

Note 2: This includes: French, German, Halq'eméylem, [Japanese](#), Mandarin, Punjabi, Russian, Spanish.

Note 3: This includes: CIS 100, 104, 110, 115, 124, 141, 145, 146, 160, 185, 190, 192, 193, 221, 224, 230, 245, 262, 270, 280, 285, 292, 293, 294, 297, 298.

Note 4: This includes: KIN 103, 160, 161, 163, 170, 215, 220C-F, 221, 260, 261, 266, 268, 270, 271, 365.

## Course listings

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

**Memo for Course Changes**

To: UEC

From: Talia Q, CIS Department Head

Date: October 11, 2018

**Subject: Proposal for revision of CIS 190, COMP 120, COMP 125, COMP 150, COMP 152**

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:

CIS 190 – Added MATH 092 to pre-requisites

COMP 120 – Added MATH 092 & MATH 093 to pre-requisites

COMP 125 – Added MATH 092 to pre-requisites

COMP 150 – Added MATH 092 to pre-requisites

COMP 152 – Added MATH 093 to pre-requisites

2. Rationale for change:

UUP and Math Departments have created new course sequencing. MATH 092/093 replaces MATH 094/095. Therefore CIS is changing the course pre-requisites to reflect the new course sequencing.

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?

COMP 120, COMP 150, and COMP 152 are required by Majors within the Bachelor of Science (Math, Chemistry, Physics), Data Analysis Post-degree Certificate, Engineering Physics diploma, and Engineering Transfer program.

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

Upgrading and University Preparation department and CIS department members.

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: 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:  
~\$100 per each course.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1997  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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> CIS 190                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <b>Course Full Title:</b> System Hardware Concepts<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <b>Calendar Description:</b><br>Introduces students to various microcomputer components, equipment needs, and application of formal problem-solving techniques. The installation and maintenance of components such as CPUs, memory, expansion devices, communications equipment, secondary storage, and displays will be covered. Concepts such as CPU architectures, microprocessor technologies, character encoding, and number representations will also be discussed.<br>Note: Competency in computer skills is required. See <a href="#">CIS Required Skills</a> section on the CIS department website for details.                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | One of the following: C or better in one of Principles of Mathematics 11, Foundations of Mathematics 11, Pre-calculus 11, or MATH 085; or one of Principles of Mathematics 12, Foundations of Mathematics 12, Pre-calculus 12, MATH 092, or MATH 094.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i><br><b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit<br><b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br><i>(Every semester, Fall only, annually, etc.)</i> |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <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;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">7</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>52</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Lecture/seminar hours | 45 | Tutorials/workshops |  | Supervised laboratory hours | 7 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>52</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 45                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>52</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |    |                     |  |                             |   |                                                              |  |                              |  |                      |  |                    |           |

## Learning Outcomes:

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

- Explain the components of a PC and how they work together.
- Describe how the CPU operates internally.
- Demonstrate how data, letters, and numbers are represented in computers.
- Express and convert numbers in binary, hexadecimal, and decimal.
- Describe how data is organized in memory and in file systems.
- Explain how assembler and higher-level languages differ.
- Compare different CPU and machine architectures.
- Demonstrate how to install new hardware components.
- Demonstrate how to take apart and reassemble a PC.
- Apply simple PC fixes to repair problems.
- Explain how to format, partition, and reorganize a disk.
- Explain how disk storage works, and how to fix common disk problems.
- Describe how viruses and hackers work, and how they threaten data integrity.
- Describe how video cards and monitors work.
- Describe how CDs and DVDs work and are used.
- Explain how multimedia devices (sound boards and video capture) work in PCs.

## 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 bi-weekly hardware labs with hands-on lab exercises involving disassembly, setup, and configuration of PCs

**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. Jean Andrews            | A+ Guide to Managing and Maintaining Your PC | <input checked="" type="checkbox"/> | Course Technology |      |
| 2.                         |                                              | <input type="checkbox"/>            |                   |      |

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

A small flash drive and a set of screw drivers.

## Typical Evaluation Methods and Weighting

|                |     |              |     |                   |   |                |      |
|----------------|-----|--------------|-----|-------------------|---|----------------|------|
| Final exam:    | 40% | Assignments: | 10% | Field experience: | % | Portfolio:     | %    |
| Midterm exam:  | 20% | Project:     | %   | Practicum:        | % | Participation: | 10%  |
| Quizzes/tests: | 10% | Lab work:    | 10% | Shop work:        | % | Total:         | 100% |

## Details (if necessary):

## Typical Course Content and Topics

Topics covered should include (but not be limited to):

- Components of a computer and general architecture.
- Software: operating systems, compilers and application programs.
- Representation of data in the computer, ASCII, EBCDIC, and Unicode.
- Binary, Hexadecimal, and Decimal number conversions
- Introduction to the PC and its components.
- Microprocessors (Intel x86 and other types).
- Different generations of the PCs (8086 to Itanium and beyond).
- BIOS (Basic Input/Output System), system booting, and DOS.
- Interrupts, I/O addresses, DMA channels, and resource conflicts.
- DOS memory organization.
- Semiconductor memory (RAM).
- Disks and other removable and optical storage.
- Disks: FAT (file access tables), NTFS, and partitions.
- Disk utilities — including recovery, compression, and optimizers.
- Video: text and graphics, CGA, EGA, VGA, SVGA, and beyond.
- Printers, modems, and sound.
- Plug and Play, multimedia, video capture, viruses and more.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2015  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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> COMP 120                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Course Full Title:</b> Computing for the Sciences<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Calendar Description:</b><br>An introduction to computing and programming, with applications in the sciences. Imperative programming, computational thinking, advanced spreadsheets, introductory databases, and publication-quality typesetting tools.<br><br>Note: Competency in computer skills is required. See <a href="#">CIS Required Skills</a> section on the CIS department website for details.                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | One of the following: (C+ or better in Principles of Mathematics 12), (C or better in one of Foundations of Mathematics 12, Pre-calculus 12, MATH 096, or MATH 110), (C or better in both MATH 092 and MATH 093), or (C or better in both MATH 094 and MATH 095).                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" 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;">45</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>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</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><br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                               |  |

COMP 120

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:

- Write computer programs incorporating fundamental programming elements: variables, functions, loops, conditionals, and file input/output.
- Solve complex problems by breaking them into simpler problems.
- Use Linux/Unix command-based operating systems.
- Use advanced spreadsheet tools for analyzing data.
- Manage and query large and complex datasets using relational databases.
- Create publication-worthy documents using advanced typesetting software.

## 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

**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. Haddock, S.             | Practical Computing for Biologists             | <input checked="" type="checkbox"/> | Sinauer   | 2010 |
| 2. Downey, A.              | Think Python                                   | <input checked="" type="checkbox"/> | O'Reilly  | 2012 |
| 3. Langtangen, H.          | A Primer on Scientific Programming with Python | <input checked="" type="checkbox"/> | Springer  | 2016 |
| 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: | 25% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 25% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 20% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Programming fundamentals in Python.
- Computational thinking and approaches to problem-solving.
- The Linux/Unix command line.
- Advanced spreadsheet functions using Excel.
- Creating simple graphics in Python and Excel.
- Introductory databases using Access, MySQL, SQLite or NoSQL.
- Professional typesetting using LaTeX.



**ORIGINAL COURSE IMPLEMENTATION DATE:** Fall 2002  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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> COMP 125                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Course Full Title:</b> Principles of Computing<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Calendar Description:</b><br>Provides students with a broad understanding of the fundamental concepts of computing, logic, and data processing. Concepts include introductory hardware and software architecture, models of computation, representation of data, machine arithmetic, assembler programming, command line interfaces, and an introduction to some of the logical and mathematical ideas used in computing.<br><br>Note: Competency in computer skills is required. See <a href="#">CIS Required Skills</a> section on the CIS department website for details.                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | One of the following: (C or better in one of Pre-calculus 11, Foundations of Mathematics 11, Principles of Mathematics 11, or MATH 085) or (one of Principles of Mathematics 12, Foundations of Mathematics 12, Pre-calculus 12, MATH 092, or MATH 094).                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Typical Structure of Instructional Hours</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <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></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>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br><br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 45                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br><i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |

**COMP 125**
**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 foundational ideas of computing.
- Explain the basic models of computation.
- Describe hardware and software architecture.
- Create a simple assembler program.
- Use data representation and machine arithmetic.
- Create algorithms to solve problems.
- Describe the basic structure of networks and the internet.
- Use computer logic to create elementary circuits.
- Apply computer logic.
- Use mathematical tools used in computing.

**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

**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, G.M.; Gersting, J.L. | Invitation to Computer Science       | <input checked="" type="checkbox"/> | Course Technology, Cengage Learning | 2018 |
| 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: | 30% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 35% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

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

- General hardware and software architecture.
- Models of computation.
- The hardware architecture.
- Data representation — data types, ASCII and UNICODE.
- Binary arithmetic, ones and twos complement, floating point, hexadecimal.
- Machine arithmetic.
- Intel assembler programming.
- Boolean logic, first order logic, truth tables.
- Data transmission — encoding and framing.



**ORIGINAL COURSE IMPLEMENTATION DATE:** Fall 2003  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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> COMP 150                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Course Full Title:</b> Introduction to Programming<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Calendar Description:</b><br><p>An introduction to computer programming using a modern programming language. Students will cover fundamental concepts such as variables, data types, control structures, collections, recursion, and objects. Emphasis will be placed on clarity, style, and design throughout.</p> <p>Note: Competency in computer skills is required. See <a href="#">CIS Required Skills</a> section on the CIS department website for details.</p> <p>Note: Students with credit for COMP 152 cannot take this course for further credit.</p>                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | One of the following: (C or better in one of Pre-calculus 11, Foundations of Mathematics 11, Principles of Mathematics 11, or MATH 085) or (one of Principles of Mathematics 12, Foundations of Mathematics 12, Pre-calculus 12, MATH 092, or MATH 094).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i><br><b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit<br><b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>Every semester <i>(Every semester, Fall only, annually, etc.)</i> |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <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;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">15</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> <p>Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lecture/seminar hours | 45 | Tutorials/workshops |  | Supervised laboratory hours | 15 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>60</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 45                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>60</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |

**Learning Outcomes:**

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

- Demonstrate an ability to write cohesive computer programs.
- Write well-documented and effective code.
- Use a programming language to write programs to solve a variety of problems using the following:
  - Conversion tables
  - Storing and retrieving information from file storage
  - Sorting an array
  - Processing two dimensional tables
  - Processing matrices
  - Iteration
  - String manipulation
  - Array processing
  - Pointers
  - Iteration to calculate summations
  - Real and Integer mathematics
  - Choose from sets of outcomes

**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 delivered in lecture-lab format, with numerous demonstrations and hands-on activities.

The lab portion gives students and the instructor the ability to view and interact with current projects.

**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. Gaddis, T.              | Starting Out With Java: From Control Structures Through Objects | <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.*)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 35% | Assignments: | 10% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 25% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 15% | Lab work:    | 15% | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

- Variables
- Functions
- Introduction to pointers
- Introduction to numerical methods
- Logic and selection
- Repetition
- Containers
- Arrays
- Recursion
- Introduction to Objects



ORIGINAL COURSE IMPLEMENTATION DATE: September 2005  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval):  
 Course outline form version: 05/18/2018

## 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> COMP 152                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Course Full Title:</b> Introduction to Structured Programming                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Course Short Title:</b><br>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Calendar Description:</b><br>This course is an introduction to structured computer programming. Students will study algorithms and top-down design, and will implement algorithms in a procedural programming language. Lab exercises and programming assignments will emphasize scientific and numerical applications.<br><br>Note: Competency in computer skills is required. See <a href="#">CIS Required Skills</a> section on the CIS department website for details.<br>Note: Students with credit for COMP 150 cannot take this course for further credit.                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | C+ or better in one of the following: Principles of Mathematics 12, Pre-calculus 12, MATH 093, or MATH 095.                                                                                                                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br>(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.)                                                                                                                                                                                                                                                                          |           | <b>Special Topics</b> (Double-click on boxes to select.)<br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, topic will be recorded when offered.)<br><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: (If yes, topic will be recorded.)<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;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">15</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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 45 | Tutorials/workshops |  | Supervised laboratory hours | 15 | 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, fill in transfer credit form.) |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 45        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| 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>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>Once per year (Every semester, Fall only, annually, etc.)                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |    |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                   |  |

COMP 152

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:

- Design a structured solution to a problem by repeatedly breaking the problem into a sequence of simpler subproblems.
- Implement a structured design as a computer program, with separate functions corresponding to the subproblems of the design.
- Describe parameter-passing mechanisms for functions, and choose appropriate mechanisms for programming tasks.
- Describe common looping and selection structures, and choose appropriate structures for the steps of an algorithm.
- Write programs which perform sequential input and output using either keyboard and screen or files.
- Create and use one- and two-dimensional arrays for storing and manipulating data.
- Create and use record structures for storing and manipulating data.

## 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 delivered in lecture-lab format, with numerous demonstrations and hands-on activities. The lab portion gives students and the instructor the ability to view and interact with current projects.

**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. Savitch, W.             | Problem Solving with C++             | <input checked="" type="checkbox"/> | Pearson   | 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:    | 40% | Assignments: | 15% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 25% | Lab work:    | 20% | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Overview of programming
- Problem-solving and C++
- Variables, constants, and assignment statements
- Built-in and programmer-defined functions
- Selection structures (branching)
- Repetition structures (looping)
- Sequential access files
- Arrays
- Structs

**Memo for Course Changes**

To: UEC

From: Gabriel Murray, Department Head (Acting), Computer Information Systems

Date: October 29, 2018

**Subject: Proposal for revision of COMP340 (Operating Systems), COMP351 (Advanced Website Programming), COMP350 (User Interface Design and Programming), COMP360 (Computer Graphics), COMP380 (Introduction to Artificial Intelligence), COMP390 (Data Communications), COMP455 (Extreme Computing)**

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:

Added – ‘Admission to BSc in Computing Science Major’ to pre-requisites of below courses:  
COMP 340, COMP 351, COMP 350, COMP 360, COMP 380, COMP 390, COMP 445

2. Rationale for change:

We now have students in the BSc in Computing Science Major, who take the above COMP courses to complete their program. Adding ‘Admission to BSc in Computing Science major’ will help our BSc students to enroll in these COMP courses in a timely manner, without having to request permission from the Department/Advising.

- 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)?  
Advising and CIS Department members
- 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: 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:  
~\$100 for textbooks for each course.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1993  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): February 2012  
**Course outline form version:** 05/18/2018

## 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> COMP 340                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                   |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Course Full Title:</b> Operating Systems<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                                                            |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Calendar Description:</b><br>An examination of computer operating system architecture. Students will gain an understanding of general as well as distinguishing features of various operating systems. Students are also expected to do some system programming on multi-user operating systems such as UNIX or LINUX.                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                          |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | COMP 251 and admission to the Bachelor of Computer Information Systems degree or the Bachelor of Science with Computing Science major.<br>Note: Students accepted to a CIS or Computing Science minor may register with permission of the department.                                                                                    |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                            |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                 |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                     |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                     |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <caption>Typical Structure of Instructional Hours</caption> <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></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>45</b></td> </tr> </table> |           |                                                                                                                                                                                                                                                                                                                                          |  | Lecture/seminar hours | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 45        |                                                                                                                                                                                                                                                                                                                                          |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                          |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                          |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                          |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                          |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                          |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>45</b> |                                                                                                                                                                                                                                                                                                                                          |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                          |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                                                                      |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                   |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                   |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                    |  |                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |

**COMP 340**
**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 general features of different operating systems.
- Compare differences between operating systems.
- Evaluate the efficiency of various operating systems.
- Compare and contrast various techniques using operating systems for tasks such as scheduling and dealing with deadlocks.
- Demonstrate their understanding of operating systems in labs.

**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 lab.

**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. Stallings, W.           | Operating System — Internals and Design Principles | <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.*)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30% | Assignments: | 20% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 50% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Students taking this course will gain a comprehensive grounding in the area of multi-programmed operating systems, including an understanding of the theoretical and practical issues and problems in operating system design. While the course concentrates on the principles behind the design of all operating systems students will be expected to peruse appropriate literature in order to appreciate the design decisions adopted in various specific operating systems. As in any upper-level computing course, students will be expected to learn about some aspects of topic areas through reading assignments and self-directed research.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2003  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): May 2020  
**Course outline form version:** 05/18/2018

## 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> COMP 350                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Course Full Title:</b> User Interface Design and Programming<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Calendar Description:</b><br>This course introduces the topic of human-computer interaction by teaching students how to design and program enjoyable, user-centered graphical interfaces. The design principles are based on user behavior and human factors such as perception, memory, and attention. Students will learn to implement graphical user interfaces in a variety of programming environments and operating systems.                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | COMP 251 and admission to the Bachelor of Computer Information Systems degree or the Bachelor of Science with Computing Science major.<br>Note: Students accepted to a CIS or Computing Science minor may register with permission of the department.                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <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 outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <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;">45</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>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                    | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 45        |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>45</b> |                                                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |

## Learning Outcomes:

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

- Identify positive and negative attributes of an existing user interface.
- Describe strategies for designing effective user interfaces.
- Use the design strategies discussed in the course to solve interface design problems.
- Write computer programs which implement a GUI application, using one or more current programming languages and operating systems.

## 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 design theory will be by lectures and reading assignments. Lectures will also present case studies to illustrate programming techniques in one or more software frameworks. Students will get hands-on experience during in-class exercises, both individually and in groups. Each student will also bring a term project through stages of proposal, design, prototyping, evaluation, and final revised implementation.

**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. Krug, S.                | Don't Make Me Think: A Common-sense approach to Usability   | <input checked="" type="checkbox"/> | New Riders Publishing | 2013 |
| 2. Norman, D.              | The Design of Everyday Things: Revised and Expanded Edition | <input checked="" type="checkbox"/> | Doubleday             | 2013 |
| 3. Johnson, J.             | Designing with the Mind in Mind                             | <input checked="" type="checkbox"/> | Morgan Kaufmann       | 2014 |
| 4. Rogers, Y. et al.       | Interaction Design: Beyond Human-Computer Interaction       | <input checked="" type="checkbox"/> | Wiley                 | 2015 |
| 5. Stone, D. et al.        | User Interface Design and Evaluation                        | <input checked="" type="checkbox"/> | Morgan Kaufmann       | 2005 |

## 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:  | 30% | Project:     | 30% | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- Basic concepts and goals of human computer interaction
- Human factors of computer use
- Interface technologies
- User profiling and personas
- Prototyping and scenarios
  - Low-fidelity prototypes
  - High-fidelity prototypes
- Usability testing and other evaluation methods
- User and task-centered design
- GUI elements and design principles
- Case studies:
  - MFC programming in Microsoft Windows
  - Swing programming in Java
  - Android programming



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1996  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): May 2018  
**Course outline form version:** 05/18/2018

## 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> COMP 351                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Advanced Website Programming<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>This course covers current technologies for client and server-side programming of dynamic websites, web-enabled applications, and web services. Internet protocols, security issues, and database connectivity will be examined. The course will also introduce common design architectures used for the technologies.                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | COMP 251 and admission to the Bachelor of Computer Information Systems degree or the Bachelor of Science with Computing Science major.<br>Note: Students accepted to a CIS or Computing Science minor may register with permission of the department.                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" 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></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>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</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 outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45        |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>45</b> |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                          |  |

COMP 351

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:

- Assess current technologies for web programming.
- Design and implement client and server-side programs.
- Explain the protocols used.
- Explain security issues.
- Explain the design architecture.
- Use web, database, and other servers for the technologies.

## 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 delivered in lecture-lab format, with numerous demonstrations and hands-on activities. The lab portion gives students and the instructor the ability to view and interact with current projects.

**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:    | 30% | Assignments: | 45% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 25% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

## Typical Course Content and Topics

- **The Java Language:** History, syntax, current trends, security issues
- **Applets and applications:** Building and running applications; the applet lifecycle
- **Java Web Start:** Download, install, and run applets outside the web browser
- **Graphical user interfaces:** Using the AWT, JFC, Swing
- **Threads and concurrency issues:** Multiprocessing concepts; extending Thread, implementing Runnable
- **Communications:** Streams, Packets, URL, Sockets, Client/Server programming
- **Database connectivity:** JDBC
- **Java Beans:** Event model, Bean properties, custom source components and event sets
- **IDE and Web Server:** Netbeans IDE, Tomcat and GlassFish servers
- **Architecture:** Variations on the Model View Controller
- **Servlets:** Servlet API, processing forms, sending images, cookies, sessions
- **Java Server Pages:** JSP constructs, JavaBeans components, predefined variables, properties
- **Java Server Faces:** JSF UI components, JSF containers, message components, virtual forms
- **Web Services:** Role of WSDL, SOAP requests and responses



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2003  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): February 2018  
**Course outline form version:** 05/18/2018

## 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> COMP 360                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Computer Graphics<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>This course focuses on the development of Computer Graphics technology. Topics include graphics hardware, lighting models, texture models and the geometric representation of shapes and surfaces.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | COMP 251 and admission to the Bachelor of Computer Information Systems degree or the Bachelor of Science with Computing Science major.<br>Note: Students admitted to a CIS or Computing Science minor may register with department permission. |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, 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 style="text-align: center;">45</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>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                          | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | Lecture/seminar hours                                                                                                                                                                                                                          | 45 |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | Tutorials/workshops                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | Supervised laboratory hours                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>45</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 outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>Once per 12-18 months <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 2028                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

## Learning Outcomes:

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

- Assess current hardware and software technologies for 3D computer graphics.
- Explain the 3D rendering process.
- Describe geometric models and their corresponding data structures.
- Demonstrate 3D transformations and composite transformations.
- Explain projections and the specification of a view.
- Demonstrate illumination models and texture mapping.
- Implement the behavior and interaction between objects.
- Give examples of advanced animation techniques.
- Illustrate advanced rendering techniques.
- Design and build 3D graphic applications: CAD systems, flight simulators, and interactive games.

## 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.)*

This is a lab-based course based on case studies and extensive development practice. The course will be delivered in lecture-lab format with numerous demonstrations. The lab portion will give students and the instructor the ability to view and interact with current projects.

**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. | Gordon, V.S.; Clevenger, J.L. | Computer Graphics Programming in OpenGL with Java | <input checked="" type="checkbox"/> | Mercury Learning & Information | 2018 |
| 2. |                               |                                                   | <input type="checkbox"/>            |                                |      |
| 3. |                               |                                                   | <input type="checkbox"/>            |                                |      |

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

## Typical Evaluation Methods and Weighting

|                |   |              |      |                   |   |            |      |
|----------------|---|--------------|------|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 100% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:     | %    | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %    | Shop work:        | % | Total:     | 100% |

**Details (if necessary):** Grading will be based on the students successfully completing a number of short assignments and a large programming project. Peer evaluation will be employed in grading the group-based term project.

## Typical Course Content and Topics

- **Overview of Computer Graphics:** Introduction, Computer Graphics Systems and Related Fields, Java 2D and Java 3D
- **2D Graphics: Basics:** Introduction, 2D Rendering Process, 2D Geometry and Coordinate Systems, The Graphics 2D Class, Graphing Equations, Geometric Models, Constructive Area Geometry, General Path
- **2D Graphics: Rendering Details:** Colors and Paints, Strokes, Affine Transformation, Compositions of Transformations, Transparency and Compositing Rules, Clipping, Text and Font
- **2D Graphics: Advanced Topics:** Spline Curves, Custom Primitives, Image Processing, Creating Fractal Images, Animation, Printing
- **Basic 3D Graphics:** Introduction, 3D Rendering Process, Java 3D API Overview, Java 3D Scene Graphs, The Superstructure, The Nodes, The Node Components, The Structure of a Java 3D Program, Backgrounds and Bounds, Compiling Scene Graphs and Capacity Bits
- **Graphics Contents:** Introduction, Points and Vectors, Geometry, Geometry Info, Primitives, Fonts and Texts, Appearance and Attributes
- **Geometric Transformation:** 3D Affine Transformations, Transformations in Scene Graphs, Composite Transforms, Constructing Geometries with Transformations
- **Views:** Introduction Projections, Specification is a View, Java 3D View Model, Picking, Head Tracking
- **Lighting and Texturing:** Introduction, Lights, Illumination Models, Material, Atmospheric Attenuation and Depth Cueing, Texture Mapping, Texture Coordinates Generation
- **Behavior and Interaction:** Introduction, Behavior, Interaction, Behavior and Picking
- **Animation:** Introduction, Alpha Objects, Interpolators, Morphing, LOD, Billboard
- **Additional 3D Topics:** 3D Curves, Surfaces, Sound, Shadows, Geometry Change, Off Screen Rendering, 3D Textures



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 2004  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): February 2021  
**Course outline form version:** 05/18/2018

## 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> COMP 380                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Introduction to Artificial Intelligence<br><b>Course Short Title:</b> Intro to Artificial Intelligence<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>A basic introduction to Artificial Intelligence. Topics include common AI techniques, including knowledge representation and reasoning, logical inference, and machine learning. Emphasis is placed on practical use of rule-based systems and the fundamentals necessary for the development of Expert Systems.<br><br>Note: Students with credit for CIS 380 cannot take this course for further credit.                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | COMP 251, (one of STAT 106 or MATH 270/STAT 270), and admission to the Bachelor of Computer Information Systems degree or the Bachelor of Science with Computing Science major.<br>Note: Students accepted to a CIS or Computing Science minor may register with permission of the department. |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <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: <b>CIS 380</b><br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s): <b>CIS 380</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <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;">45</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>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                                                                          | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | Lecture/seminar hours                                                                                                                                                                                                                                                                          | 45 |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | Tutorials/workshops                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | Supervised laboratory hours                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>45</b> |                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>Once per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

**COMP 380**

**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:

- Contrast AI systems and traditional computer information systems.
- Assess the major benefits and limitations of Expert Systems.
- Describe the role of knowledge acquisition, validation, and representation in AI.
- Model uncertainty and apply probabilistic inference in AI systems.
- Design and build a simple expert system.
- Implement programs that use Neural computing, Genetic Algorithms, and Fuzzy Logic.
- Define the role of intelligent agents in modern software.

**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, assignments, and hands-on exercises working with Expert Systems software.

**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. Russell, S. & Norvig, P. | Artificial Intelligence: A Modern Approach | <input checked="" 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.*)

CD for assignments and project.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 35% | Assignments: | 30% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 35% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

- Artificial vs. Natural Intelligence
- Knowledge acquisition and validation
- Machine reasoning, making inferences, representing uncertainty
- Building expert systems
- Neural Network fundamentals
- Genetic Algorithms, fuzzy logic, and Hybrid Intelligent systems
- Intelligent Agents
- Speech recognition and understanding
- Computer Vision
- Robotics



**ORIGINAL COURSE IMPLEMENTATION DATE:** November 1999  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): February 2021  
**Course outline form version:** 05/18/2018

## 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> COMP 390                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Data Communications<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 Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Students will explore the ideas, methods, and standards for the exchange of information, and the layers, interfaces, protocols, and services on the OSI reference model and TCP/IP protocol suite. Network algorithms, design and tradeoffs, and performance analysis are emphasized.<br><br>Note: Students with credit for CIS 390 cannot take this course for further credit.                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | Admission to the Bachelor of Computer Information Systems or the Bachelor of Science with Computing Science major, MATH 125, (one of CIS 291, CIS 292, or COMP 251), and (one of STAT 106 or MATH 270/STAT 270).<br>Note: Students accepted to a CIS or Computing Science minor may register with permission of the department. |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <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: <b>CIS 390</b><br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s): <b>CIS 390</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, 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 style="text-align: center;">45</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>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                           | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                           | 45 |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | Tutorials/workshops                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | Supervised laboratory hours                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>45</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 outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>Once per year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

**Learning Outcomes:**

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

- Compare the OSI model and the TCP/IP suite.
- Apply Nyquist and Shannon Capacity formulae.
- Identify different transmission media and its effective applications.
- Apply the principles of flow control and error control.
- Demonstrate effective use of sliding window protocols.
- Analyze various multiple access protocols.
- Explain different types of Ethernets and their applications.
- Describe the principles of circuit-switching and packet-switching networks.
- Analyze the delays and throughput of LANs and WANs.
- Evaluate various routing protocols and strategies.
- Identify the important concepts of congestion control.
- Analyze TCP and UDP protocols and their 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

**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. Tanenbaum, A.S.           | Computer Networks                        | <input checked="" type="checkbox"/> | Prentice Hall  |      |
| 2. Stallings, W.             | Data and Computer Communications         | <input checked="" type="checkbox"/> | Prentice Hall  |      |
| 3. Kurose, J.F. & Ross, K.W. | Computer Networking: A Top-Down Approach | <input checked="" type="checkbox"/> | Addison Wesley |      |
| 4.                           |                                          | <input type="checkbox"/>            |                |      |
| 5.                           |                                          | <input type="checkbox"/>            |                |      |

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

A basic scientific calculator.

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |                |      |
|----------------|-----|--------------|-----|-------------------|---|----------------|------|
| Final exam:    | 45% | Assignments: | 15% | Field experience: | % | Portfolio:     | %    |
| Midterm exam:  | 20% | Project:     | %   | Practicum:        | % | Participation: | 10%  |
| Quizzes/tests: | 10% | Lab work:    | %   | Shop work:        | % | Total:         | 100% |

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

1. Introduction and overview — OSI Reference Model, TCP/IP protocols
2. The Physical Layer — Fourier Series, Nyquist and Shannon Capacity formulae, Bandwidth, Baseband, Passband
3. The Data Link Layer — Design Issues, Sliding Window Protocols, Multiple Access Protocols, Principles of Error and Flow Control, High-Level Data Link Control
4. LAN (Local Area Networks) — LAN architecture, Bus/Tree LANs, Ring LANs, Star LANs, Wireless LANs
5. LAN Systems — Design of Ethernet Networks
6. Internetworking — Principles of Bridge and Switch Operations
7. The Network Layer — Design Issues, Routing Algorithms, Congestion Control Algorithms
8. Transport Layer — TCP, Error and Flow Control, UDP protocols, Performance Issues



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 2004  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): May 2018  
**Course outline form version:** 05/18/2018

## 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> COMP 445                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Web Server Installation and Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Short Title:</b><br>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Department (or program if no department):</b> Computer Information Systems                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Students will gain hands-on experience in installing and maintaining a web server. Both Internet and Intranet issues will be discussed. Maintenance issues such as system optimization and server activity monitoring will be explored. In addition, server and client security will be discussed.                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | CIS 341 or COMP 390 (formerly CIS 390) and admission to the Bachelor of Computer Information Systems degree or the Bachelor of Science with Computing Science major.<br>Note: Students accepted to a CIS or Computing Science minor may register with permission of the department.                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br>(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.)                                                                                                                                                                                                                                            |           | <b>Special Topics</b> (Double-click on boxes to select.)<br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, topic will be recorded when offered.)                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: (If yes, topic will be recorded.)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <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 outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, fill in transfer credit form.) |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <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;">45</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>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                     | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 45        |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 35<br><b>Expected Frequency of Course Offerings:</b><br>Annually (Every semester, Fall only, annually, etc.)                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Talia Q                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> December 2028                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 7, 2018                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

COMP 445

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:

- Display and interpret HTTP protocol communications dialogues.
- Install a web server.
- Configure and test web server access control mechanisms.
- Configure and test web server user authentication.
- Install, configure, and test web server activity logging and monitoring systems.
- Configure, test, and optimize web server performance.
- Install multiple web sites on a single server (virtual hosting).
- Install, configure, test, and optimize a secure (SSL) web server.
- Configure and test forward and reverse proxy servers.
- Plan and resolve DNS issues in a virtual hosting environment.
- Install and configure web-based applications.
- Implement and test basic scripting for server maintenance.

**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/hands-on computer lab work.

**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. Laurie, B. & Laurie, P. | Apache The Definitive Guide          | <input checked="" type="checkbox"/> | O'Reilly Media |      |
| 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% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 30% | Project:     | 20% | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

1. Introduction to the course
2. Networking for the World Wide Web
3. Introduction to UNIX/Planning your Web Server
4. Introduction to UNIX Continued
5. Web server installation and configuration
6. Web Server security aspects
7. Virtual Directories and Virtual Servers
8. Modules — Extending the ability of the Server
9. SSI, CGI, and Scripting
10. Logging and Troubleshooting
11. Web Server Monitoring and Performance Optimization

**Memo for Program Changes**

To: UEC

From: Talia Q

Date: April 25, 2018

**Subject: Program change for CIS Certificate – Residency Requirements**

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 CIS certificate is available to students who have completed any 30 credits from the BCIS degree offerings, including degree program non-CIS courses, at least one half of which must be CIS or COMP courses (15 credits). The current residency for the CIS certificate is not noted in the academic calendar, so it defaults to UFV's institutional policy of 25% (8 credits), but this has caused some issues in the past. Technically, the way the residency is applied, a transfer student can transfer in the required 15 CIS/COMP credits towards the CIS certificate and take non-CIS/COMP elective credits to meet the residency credits and be awarded a UFV CIS certificate when the student has not taken any CIS/COMP courses from UFV. If we are awarding a UFV CIS certificate, the department wants to ensure the integrity of the program by requiring students complete a minimum number of CIS/COMP courses here.

**Therefore, the CIS Department has approved the residency for the CIS certificate to require a minimum number of 9 (nine) credits of CIS/COMP courses to be taken at UFV.**

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: The CIS certificate program outcomes remain the same.
4. What consideration has been given to Indigenizing the curriculum? Although this requirement change was not developed specifically to Indigenize the curriculum, students taking CIS/COMP courses towards the CIS certificate will encounter Indigenous content, themes, and methods.
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? Students will now be required to complete a minimum number of CIS/COMP credits towards the discipline-specific credential here at UFV. Students having completed a CIS certificate from UFV should be expected to have these courses taken from our institution rather than transferred from elsewhere. The estimated number of students impacted is expected to be low as the CIS certificate is primarily used as an 'exit' or an 'add-on' credential from other UFV degree or diploma programs and we do not project enrolment to 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?  
The number of required core or electives credits from the CIS certificate does not change, however, students will now be required to take 9 credits of CIS/COMP courses from UFV for the CIS certificate for residency, however this will not change the number of courses to be offered within the discipline.
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 no required resources that need to be used to accommodate this change.
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.  
There are no required resources that need to be used to accommodate this change.
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.

**Computer Information Systems certificate**

The CIS certificate is designed to meet the needs of small companies who require employees with some computer experience.

**Entrance requirements**

Entrance requirements for the CIS certificate are the same as those for the [BCIS degree](#). Please see the BCIS section for complete details.

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. 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, or permission from the program head.  
Transcript (or interim transcript) showing grade/course achievement as per entrance requirements.  
An official transcript from every post-secondary institution you have attended. To be considered official, transcripts must be sent directly to UFV from the originating institution; see the [Transfer Credit](#) section for details. Unofficial copies may accompany the application form if official transcripts have been ordered.

2. Upon admission to the program applicants will be provided with registration information. A deposit is required prior to registration (see the [Fees and Other Costs](#) section). The deposit will be applied to the tuition fees. Final payment of all course fees is due by the end of the second week of classes.

3. In some 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 by the end of the first week in August.

**Program outline**

The CIS certificate is available to students who have completed any 30 credits from the [BCIS degree offerings](#), including degree program non-CIS courses, at least one half of which must be CIS or COMP courses. Students who wish to attain the CIS certificate can choose any 30 credits that meet these requirements. Students entering the program without any computer literacy skills will need to take CIS 100.

Students who wish to continue on to attain the diploma or degree are advised to take the courses listed for the first year of the degree or to take courses that apply as course requirements to the diploma or degree.

**Residency**

A minimum of 9 credits of CIS/COMP courses for the CIS certificate must be completed at UFV.

**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 \(92\)](#).

**Memo for Program Changes**

To: UEC

From: Talia Q

Date: April 25, 2018

**Subject: Program change for CIS Diploma – Residency Requirements**

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 CIS diploma is available to students who have completed a minimum of 61 credits (18 courses) from CIS/COMP mandatory courses and studies from the mathematics, business, and communications fields. The current residency for the CIS diploma is not noted in the academic calendar, so it defaults to UFV's institutional policy of 25% (16 credits), but this has caused some issues in the past. Technically, the way the residency is applied, a transfer student can transfer in the up to 75% of the courses required and take non-CIS/COMP elective credits to meet the residency credits and be awarded a UFV CIS diploma when the student has only taken 1-2 CIS/COMP courses from UFV. If we are awarding a UFV CIS diploma, the department wants to ensure the integrity of the program by requiring students complete a minimum number of CIS/COMP courses here.

**Therefore, the CIS Department has approved the residency for the CIS diploma to require a minimum number of 21 (twenty one) credits of CIS/COMP courses to be taken at UFV.**

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: The CIS diploma program outcomes remain the same.
4. What consideration has been given to Indigenizing the curriculum? Although this requirement change was not developed specifically to Indigenize the curriculum, students taking CIS/COMP courses towards the CIS diploma will encounter Indigenous content, themes, and methods.
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? Students will now be required to complete a minimum number of CIS/COMP credits towards the discipline-specific credential here at UFV. Students having completed a CIS diploma from UFV should be expected to have these courses taken from our institution rather than transferred from elsewhere. The estimated number of students impacted is expected to be low and we do not project enrolment to 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?  
The number of required core or electives credits from the CIS diploma does not change, however, students will now be required to take 21 credits of CIS/COMP courses from UFV for the CIS diploma for residency, however this will not change the number of courses to be offered within the discipline.
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 no required resources that need to be used to accommodate this change.
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.  
There are no required resources that need to be used to accommodate this change.
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.

## **Computer Information Systems diploma**

This program combines studies from the computing, business, and communications fields, so students will acquire enough skills to obtain a first job and also a broad base from which to expand their training. The four-semester program provides theoretical groundwork and specific skill development courses, with major emphasis on practical, hands-on work.

### **Entrance requirements**

- Entrance requirements for the CIS diploma are the same as those for the [BCIS degree](#). Please see the BCIS section for complete details.
- 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. 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, or permission from the program head.
  - Transcript (or interim transcript) showing grade/course achievement as per entrance requirements.
  - An official transcript from every post-secondary institution you have attended. To be considered official, transcripts must be sent directly to UFV from the originating institution; see the [Transfer Credit](#) section for details. Unofficial copies may accompany the application form if official transcripts have been ordered.
2. Upon admission to the program applicants will be provided with registration information. A deposit is required prior to registration (see the [Fees and Other Costs](#) section). The deposit will be applied to the tuition fees. Final payment of all course fees is due by the end of the second week of classes.
  3. In some 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 by the end of the first week in August.

### **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.

### **Program outline**

The CIS diploma is available to students who have completed the first two years of the [BCIS degree](#).

Students continuing in the degree program should note that some optional courses are prerequisites for some upper-level courses. Students should choose their optional second-year courses carefully, so that they obtain the prerequisites for the upper-level CIS/COMP courses they wish to take.

The following is an example of a typical schedule.

### **First year**

#### **Semester I**

| <b>Course</b>     | <b>Title</b>                                                  | <b>Credits</b> |
|-------------------|---------------------------------------------------------------|----------------|
| CIS 145           | Web Publishing                                                | 3              |
| <b>or</b> CIS 146 | Intermediate Web Publishing (previously offered) (see Note 1) | 3              |
| CIS 190           | Systems Hardware Concepts                                     | 3              |
| COMP 125          | Principles of Computing                                       | 3              |
| Elective          | Approved Arts or other approved elective (see Note 2)         | 3-4            |

#### **Semester II**

| <b>Course</b>      | <b>Title</b>                                                     | <b>Credits</b> |
|--------------------|------------------------------------------------------------------|----------------|
| CIS 192            | Introduction to Networking                                       | 4              |
| COMP 150           | Introduction to Programming                                      | 4              |
| MATH 125           | Introduction to Discrete Mathematics                             | 4              |
| <b>One of:</b>     |                                                                  | 3              |
| CMNS 125           | Communicating Professionally to Academic and Workplace Audiences |                |
| <b>or</b> CMNS 175 | Writing for the Internet                                         |                |
| <b>or</b> ENGL 105 | Academic Writing                                                 |                |

### **Second year**

#### **Semester III**

| <b>Course</b> | <b>Title</b>                               | <b>Credits</b> |
|---------------|--------------------------------------------|----------------|
| CIS 291       | Networking Theory and Applications         | 4              |
| COMP 155      | Advanced Programming                       | 4              |
| CIS 221       | Principles of Information Systems Security | 4              |
| CMNS 251      | Professional Report Writing                | 3              |
| Elective      | CIS 200-level elective (see Note 3)        | 3-4            |

#### **Semester IV**

| <b>Course</b> | <b>Title</b>                  | <b>Credits</b> |
|---------------|-------------------------------|----------------|
| CIS 285       | End User Training and Support | 3              |
| CIS 270       | Analysis and Design           | 3              |

|                                                                       |   |
|-----------------------------------------------------------------------|---|
| COMP 230 Databases and Database Management Systems (formerly CIS 230) | 3 |
| COMP 251 Data Structures and Algorithms                               | 4 |
| Elective Business or Communications elective (see Note 4)             | 3 |

Note 1: CIS students cannot obtain credit for both CIS 145 and CIS 146 towards their program.

Note 2: The current approved Arts elective options are available online at [ufv.ca/cis/current-students/approved-arts-electives/](http://ufv.ca/cis/current-students/approved-arts-electives/).

Note 3: Those students who plan to complete the Systems and Networking concentration as part of BCIS degree requirements must take CIS 292.

Note 4: Business or Communications electives options: BUS 100, BUS 120, BUS 143, BUS 144, BUS 145, BUS 160, BUS 201, BUS 203, BUS 223 (previously offered), CMNS 212/MACS 212, CMNS 235, or CMNS 375.

### **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 \(92\)](#).

### **Residency**

[A minimum of 21 credits of CIS/COMP courses for the CIS diploma must be completed at UFV.](#)

### **Course listings**

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

**Memo for Program Changes**

To: UEC

From: Talia Q

Date: 24/04/2018

**Subject: Recognition of Previously Completed CIS/COMP Courses**

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: CIS or COMP courses completed more than 10 years ago will be evaluated to determine whether any course/credits can be recognized for or transferred into the CIS program.

2. Rationale for change(s):

The relevance and suitability of the course material that was completed more than 10 years ago is generally no longer applicable if there has been significant change in the course subject matter since the course was taken.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

This change will allow the CIS program to align with the Institutional Learning Outcomes that state graduates must demonstrate information competency and use knowledge and skills proficiently. If the student's prerequisites are more than 10 years old the subject matter may not be to the current standard or relevancy to fulfill these outcomes; therefore, this policy will ensure that our students are current and competent.

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

Although this policy was not developed specifically to indigenize the curriculum, it will assist any Indigenous students who wish to take the program to be relevant in the Computer Information Systems services and support the students in their programs.

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?  
This will ensure that students are current in material and will ultimately assist them at being more successful in the program. The estimated number of students impacted is expected to be low and we do not project enrolment to 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?  
No, the number of required core or elective credits for the program will not change.
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 no required resources that need to be used to accommodate this change.
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, the number of required or elective courses from other disciplines in the program will not be 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.

## COMPUTER INFORMATION SYSTEMS

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

# Bachelor of Computer Information Systems

## Transfer credit

[Students who have completed university-level courses at other post-secondary institutions can apply for transfer credit \(see also section below\). However, not all courses may be applicable to CIS programs.](#) At least 25% of the course work must be completed at UFV, including at least 30 upper-level credits (courses numbered 300 and above).

## [Recognition of previously-completed CIS and COMP courses](#)

[Returning UFV Computer Information Systems \(CIS\) students who have courses from 10 or more years ago, and students seeking to transfer to the BCIS with credits completed 10 or more years ago, should contact the CIS department to determine which courses may be recognized for their current program.](#)

[Courses are evaluated on the following criteria:](#)

- [Generally, courses taken more than 10 years ago will not be considered for credit towards a CIS program.](#)
- [Students transferring from other institutions will have courses evaluated for currency and technical relevance.](#)

[Applicability of UFV courses and transfer credit is determined on an individual student basis.](#)

**Memo for Program Changes**

To: UEC

From: Talia Q, CIS Department Head

Date: Sept 5, 2018

**Subject: Program change: Bachelor of Computer Information Systems**

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: Specification on number of attempts for CIS or COMP courses allowed in the program.

2. Rationale for change(s):

Clarification on the courses repetition policy for CIS programs in the academic calendar. The calendar copy currently states: "Students may not register for a course more than twice. No more than five course duplications will be permitted in work used towards any CIS program. When a course has been repeated, only the higher grade is counted in the GPA calculation." The clarification made is that students with more than 5 course duplications in CIS or COMP courses at the 200/300/400 level will not be eligible to graduate with a CIS credential (degree, diploma or certificate). Multiple repeats of the same course count as a single duplication. This change is being made because some students have misunderstood the existing policy to mean that there is a five attempt limit per course, but that more than five courses used towards the credential may have repeated attempts.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

This is not a substantial change, but a clarification of a current policy.

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

Not applicable.

5. Will additional resources be required? If so, how will these costs be covered?

There are no addition 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?  
This clarification should impact a very small percentage of students who are not able to understand the course content at a passing level. This should increase the number of seats available for students who are successful in the program and decrease the students who are not. We anticipate students will work harder on each attempt to stay enrolled in the CIS programs.
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?  
No, the number of required core or elective credits from the program-specific discipline will not change.
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.)  
Utilizing the Advising centre and the Academic Success Centre to ensure our students are receiving the guidance and academic support they need to be successful in the program.
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, the number of required or elective courses from other disciplines in the program 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.

## **Computer Information Systems**

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

# **Bachelor of Computer Information Systems**

### **Course repetition**

Students may not register for a course more than twice. ~~Students with more than~~ ~~No more than~~ five course duplications in CIS or COMP ~~courses at the 200/300/400 level will not be eligible to graduate with a CIS credential (degree, diploma or certificate). Multiple repeats of the same course count as a single duplication. will be permitted in work used towards any CIS program.~~ When a course has been repeated, only the higher grade is counted in the GPA calculation.

**Memo for Program Changes**

To: UEC

From: Talia Q, CIS Department Head

Date: October 11, 2018

**Subject: Program change – CIS Entrance Requirements - Math**

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):

- a. Math department has changed pre-requisites to STAT 106, which is a required course for CIS programs. CIS is changing entrance requirements to reflect this.
- b. UUP and Math Departments have created new course sequencing. MATH 092/093 replaces MATH 094/095. Therefore CIS is changing the admission requirements to reflect the new course sequencing.

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?

- a. This may impact a small number of students who take Foundations of Math. As STAT 106 is a required course in the program, students will have to meet the requirement in order to enter the program.
- b. This change is an alternative to upgrading. Students won't be impacted.

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.

**CWC comment:**

- The MATH 092 and 093 option can be added for September 2019, but the change to the Foundations of Mathematics 12 grade (C to B) will require notice in the calendar. The earliest this could be implemented is for September 2020.

## Edits to Calendar Copy

[https://www.ufv.ca/calendar/current/ProgramsC-E/CIS\\_BCIS.htm](https://www.ufv.ca/calendar/current/ProgramsC-E/CIS_BCIS.htm)

### Entrance requirements for all CIS programs

[For students entering in Fall 2019:](#)

2. One of the following:

- Principles of Mathematics 12 with a C+ or better
- Foundations of Mathematics 12 with a C or better
- ~~Pre-calculus 12 with a C or better~~
- MATH 092 and MATH 093 with a C or better in both
- MATH 094 and MATH 095 with a C or better in both
- MATH 096 with a C or better
- MATH 110 with a C or better

[For students entering in Fall 2020:](#)

2. One of the following:

- Principles of Mathematics 12 with a C+ or better
- Foundations of Mathematics 12 with a C or better
- Pre-calculus 12 with a C or better
- MATH 092 and MATH 093 with a C or better in both
- MATH 094 and MATH 095 with a C or better in both
- MATH 096 with a C or better
- MATH 110 with a C or better

**Memo for Course Changes**

To: Alisa Webb, Associate Dean of Arts

From: Melissa Walter, English Department Head

Date: May 24, 2018

**Subject: Proposal for revision of ENGL 208** Summary of changes (select all that apply):

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

1. Rationale for change:

These changes to prerequisites provide a combination of flexibility and rigour for students. ENGL 104 has recently been revised to meet more rigorous learning outcomes. ENGL 105 is a program requirement for ENGL but is not a required prerequisite for other 200-level ENGL classes. This change makes the prerequisites for creative writing classes similar to the prerequisites for other English classes.

The changes to learning outcomes reflect routine updating of learning outcomes.

The changes to the calendar descriptions reflect routine editing of calendar descriptions.

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

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)?

The changes to prerequisites were suggested by the creative writing faculty at UFV. The full English department and the BFA program committee were consulted on these changes.

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

The intention is that the flexibility provided, as well as the inclusion of ENGL 253 (Introduction to Storytelling) as an option within the creative writing program, contribute to indigenizing the curriculum.

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
- 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

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

Up to \$200 for textbooks

**CWC comments and responses:**

- UEC is typically concerned when evaluations include more than 10% for participation. The 25% for “workshop participation” will require additional rationale.

*As creative writing classes are primarily workshop-based, a higher participation grade percentage is necessary to accurately reflect pedagogy and practical student work in classes. The workshop approach demands that students actively engage with and constructively critique peer work in both written and verbal form. Additionally, students are expected to be workshop leaders, starting the dialogue around craft elements in peer work. Student participation is essential in workshop classes, and this is reflected in the participation grade percentage of 15-20%, as per instructor determination. Memo updated.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2006  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): September 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> ENGL 208                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Course Full Title:</b> Creative Writing: Screenwriting<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> ENGL                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Calendar Description:</b><br>In this introductory skills-based workshop in the fundamental techniques and principles of screenwriting in various styles (including dramatic, experimental, and documentary), students will work towards the completion of a short script.                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | One of the following: (any two 100-level English courses) or (B or better in any 100-level ENGL course numbered 104 or higher).                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <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: <b>ENGL 111</b><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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture/seminar hours</td><td style="text-align: center;">15</td></tr> <tr><td>Tutorials/workshops</td><td style="text-align: center;">30</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>45</b></td></tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                          | 15 | Tutorials/workshops | 30 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>45</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 other year<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Department / Program Head or Director:</b> Melissa Walter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of posting:</b> November 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                |  |

**Learning Outcomes:**

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

1. Identify the techniques of screenwriting in several genres.
2. Implement generic techniques in written exercises.
3. Present their creative work and critical perspectives orally.
4. Apply genre-specific techniques to the writing of original screenplays.
5. Write treatments of screenplays.
6. Critique the work of classmates in a workshop setting.

**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.*)

Guided reading, discussion, lectures, screenings and the reading of professional scripts.

**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. | Cooper, Patricia and Ken Dancyger | Writing the Short Film               | <input checked="" type="checkbox"/> | Focal Press | 2004 |
| 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: | 75% | Field experience: | % | Portfolio:              | %    |
| Midterm exam:  | % | Project:     | %   | Practicum:        | % | Workshop Participation: | 25%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:                  | 100% |

**Details (if necessary):** Short assignments 25%; Written and oral workshop critiques 25%; Short film script of approximately 8–10 pages 25%

**Typical Course Content and Topics**

**Week 1:** Introduction to the course and each other  
**Week 2:** Documentary Objectives: Interpreting Reality  
**Week 3–4:** Documentary Techniques: Research, Interviews, Narration  
**Week 5:** The Documentary and the Story: Writing the Treatment  
**Week 6–7:** The Drama in Film: Visual Storytelling  
**Week 8:** Making it Real: Character, Dialogue  
**Week 9:** Making it Real, Reel 2: Scenes and Scenery  
**Week 10:** Script Analysis  
**Week 10:** What's so Experimental?  
**Week 11–12:** Redefining Narrative: Technology and the Imagination  
**Week 13:** Presentation of Scripts: Final Drafts

**Memo for Course Changes**

To: Alisa Webb, Associate Dean of Arts

From: Melissa Walter, English Department Head

Date: May 24, 2018

**Subject: Proposal for revision of ENGL 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 updated
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Instructional Methods and distribution of hours updated
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify:

As creative writing classes are primarily workshop-based, a higher participation grade percentage is necessary to accurately reflect pedagogy and practical student work in classes. The workshop approach demands that students actively engage with and constructively critique peer work in both written and verbal form. Additionally, students are expected to be workshop leaders, starting the dialogue around craft elements in peer work. Student participation is essential in workshop classes, and this is reflected in the participation grade percentage of 15-20%, as per instructor determination.

2. Rationale for change:

These changes to prerequisites provide a combination of flexibility and rigour for students. ENGL 104 has recently been revised to meet more rigorous learning outcomes. ENGL 105 is a program requirement for ENGL but is not a required prerequisite for other 200-level ENGL classes. This change makes the prerequisites for creative writing classes similar to the prerequisites for other English classes.

The changes to lecture/workshop hours reflect routine updating and typical contemporary practice.

The changes to learning outcomes reflect the fact that a creative project proposal is not typically done in this class, but close reading and critical analysis and review of peer work is typical.

The changes to the calendar descriptions reflect routine editing of calendar descriptions.

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)?  
[The changes to prereqs were suggested by the creative writing faculty at UFV. The full English department and the BFA program committee were consulted on these changes.](#)
6. What consideration has been given to indigenizing the curriculum?  
[The intention is that the flexibility provided, as well as the inclusion of ENGL 253 \(Introduction to Storytelling\) as an option within the creative writing program, contribute to indigenizing the curriculum.](#)
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)
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:  
[Up to \\$200 for textbooks](#)

**CWC comment and response:**

- Last sentence of the calendar description may be more appropriate in the typical instructional methods section.

*Thank you for the comment, but this sentence is considered important to the calendar description as it articulates the "writing workshop" structure of the class. We would like to leave as is.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2002  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): September 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> ENGL 211                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                             |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Course Full Title:</b> Creative Writing: Playwriting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Course Short Title:</b><br>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Department (or program if no department):</b> ENGL                                                                                                                                                                                                                                                                                                                                                                                              |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Calendar Description:</b><br>In this writing-intensive introduction to the creative process and techniques of playwriting, students study model works by established playwrights and produce their own dramatic writing. Student writing is critiqued by the instructor and classmates in classroom discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | One of the following: (any two 100-level English courses) or (B or better in any 100-level ENGL course numbered 104 or higher).                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <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:<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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture/seminar hours</td><td style="text-align: right;">15</td></tr> <tr><td>Tutorials/workshops</td><td style="text-align: right;">30</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: right;"><b>45</b></td></tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                              | 15 | Tutorials/workshops | 30 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes ( <i>If yes, fill in transfer credit form.</i> ) |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 15                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 30                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>45</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 other year<br>( <i>Every semester, Fall only, annually, every other Fall, etc.</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Department / Program Head or Director:</b> Melissa Walter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Date of posting:</b> November 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                              |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                  |

**Learning Outcomes:**

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

1. Demonstrate familiarity with key dramatic terms and concepts.
2. Analyze texts and write about them in-depth using appropriate analytical tools and concepts.
3. Write a critical review using close reading techniques.
4. Access and employ a wide range of manuscript revision strategies and techniques.
5. Maintain a balance in a workshop environment between supportive response to and constructive critique of peer work.
6. Demonstrate competency with the writing and revising process in producing completed play manuscripts.

**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, seminar, workshop, exercises, writing assignments, guest speakers and readings, and attendance of one or more live performances.

**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. Halpern, Daniel         | Plays in One Act                     | <input checked="" type="checkbox"/> | Harper Perennial | 1991 |
| 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: | 90% | Field experience: | % | Portfolio:        | %    |
| Midterm exam:  | % | Project:     | %   | Practicum:        | % | Class Discussion: | 10%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:            | 100% |

**Details (if necessary):** One-act play 30%; Scene 20%; Dramatic Monologue 20%; Journal 20%

**Typical Course Content and Topics**

- Issues of creativity and the writing process
- Elements of drama
- The monologue
- Shaping a scene
- Structuring a one-act

Through discussion of and reflection on issues of creativity, investigation of writing models, and critical responses from classmates and the instructor about their own writing, students gain experience writing for the stage. As well, they expand their understanding of dramatic literature.

A course syllabus might be organized as follows:

**Weeks 1–3:** Monologue: The shape of a scene

**Weeks 4–6:** Conflict and intention: The strategies of a scene

**Weeks 7–9:** Language and business: The imagery of a scene

**Weeks 10–13:** Virtual history: The through-line of a character

**Memo for Course Changes**

To: Alisa Webb, Associate Dean of Arts

From: Melissa Walter, English Department Head

Date: May 24, 2018

**Subject: Proposal for revision of ENGL 212**

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

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

2. Rationale for change:

These changes to prerequisites provide a combination of flexibility and rigour for students. ENGL 104 has recently been revised to meet more rigorous learning outcomes. ENGL 105 is a program requirement for ENGL but is not a required prerequisite for other 200-level ENGL classes. This change makes the prerequisites for creative writing classes similar to the prerequisites for other English classes.

The changes to lecture/workshop hours and typical texts reflect routine updating and typical contemporary practice.

The changes to learning outcomes reflect the fact that a creative project proposal is not typically done in this class, but close reading and critical analysis and review of peer work is typical.

The changes to the calendar descriptions reflect routine editing of calendar descriptions.

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)?  
[The changes to prereqs were suggested by the creative writing faculty at UFV. The full English department and the BFA program committee were consulted on these changes.](#)
6. What consideration has been given to indigenizing the curriculum?  
[The intention is that the flexibility provided, as well as the inclusion of ENGL 253 \(Introduction to Storytelling\) as an option within the creative writing program, contribute to indigenizing the curriculum.](#)
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)
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:  
[Up to \\$200 for textbooks](#)

**CWC comment and response:**

- Suggest revising the first sentence of the calendar description to “...students study model works by established writers and produce their own work.” The second sentence can be moved to the typical instructional methods section.

*Thank you for the comment, but we believe the calendar description is more accurate and descriptive as it is, and would like to retain it as written.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 2002  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): September 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> ENGL 212                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Course Full Title:</b> Creative Writing: Short Fiction<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> ENGL                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Calendar Description:</b><br>In this writing-intensive introduction to the creative process and techniques of short fiction writing, students study model works by established writers. Students produce their own short fiction, which is then critiqued by the instructor and classmates in classroom discussion.                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | One of the following: (any two 100-level English courses) or (B or better in any 100-level ENGL course numbered 104 or higher).                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <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:<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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">25</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>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                          | 20 | Tutorials/workshops | 25 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 20        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 25        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</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 other year<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Department / Program Head or Director:</b> Melissa Walter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> November 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |

**Learning Outcomes:**

Upon successful completion of this course, students will:

1. Demonstrate familiarity with key fiction-based terms and concepts.
2. Analyze texts and write about them in-depth using appropriate analytical tools and concepts.
3. Write a critical review using close reading techniques.
4. Access and employ a wide range of manuscript revision strategies and techniques.
5. Maintain a balance in a workshop environment between supportive response to and constructive critique of peer work.
6. Demonstrate competency with the writing and revising process in producing completed works of short fiction.

**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, seminar, workshop, exercises, writing assignments.

**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. Burroway, Janet         | Writing Fiction: A Guide to Narrative Craft                   | <input type="checkbox"/> | Pearson      | 2014 |
| 2. Johnston, Bret A        | Naming the World: and other Exercises for the Creative Writer | <input type="checkbox"/> | Random House | 2008 |
| 3. Painter, Pamela         | What If? Writing Exercises for Fiction Writers                | <input type="checkbox"/> | Pearson      | 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:    | % | Assignments: | 20% | Field experience: | % | Portfolio:            | 70%  |
| Midterm exam:  | % | Project:     | %   | Practicum:        | % | Classroom Discussion: | 10%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:                | 100% |

**Details (if necessary):** Portfolio of 3–5 short stories 70%; Journal 20%

**Typical Course Content and Topics**

**Week 1:** Inspiration vs. perspiration: Generating ideas  
**Weeks 2–3:** Showing and telling: Narrative vs. description  
**Weeks 4–5:** Raising the stakes: Conflict and tension  
**Weeks 6–7:** Where's the camera: Points of view  
**Weeks 8–9:** Creating atmosphere: Diction and sentence rhythm  
**Weeks 10–11:** Staying ahead of the reader: Reversals and discoveries  
**Weeks 12–13:** Beginning, middle, and end: The shape of the short story

**Memo for Course Changes**

To: Alisa Webb, Associate Dean of Arts

From: Melissa Walter, English Department Head

Date: May 24, 2018

**Subject: Proposal for revision of ENGL 213**

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

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

2. Rationale for change:

These changes to prerequisites provide a combination of flexibility and rigour for students. ENGL 104 has recently been revised to meet more rigorous learning outcomes. ENGL 105 is a program requirement for ENGL but is not a required prerequisite for other 200-level ENGL classes. This change makes the prerequisites for creative writing classes similar to the prerequisites for other English classes.

The changes to lecture/workshop hours and typical texts reflect routine updating and typical contemporary practice.

The changes to learning outcomes reflect the fact that a creative project proposal is not typically done in this class, but close reading and critical analysis and review of peer work is typical.

The changes to the calendar descriptions reflect routine editing of calendar descriptions.

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)?  
[The changes to prereqs were suggested by the creative writing faculty at UFV. The full English department and the BFA program committee were consulted on these changes.](#)
6. What consideration has been given to indigenizing the curriculum?  
[The intention is that the flexibility provided, as well as the inclusion of ENGL 253 \(Introduction to Storytelling\) as an option within the creative writing program, contribute to indigenizing the curriculum.](#)
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)
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:  
[Up to \\$200 for textbooks](#)

**CWC comment and response:**

- Suggest revising the first sentence of the calendar description to "...students study model works by established writers and produce their own work." The second sentence can be moved to the typical instructional methods section.

*Thank you for the comment, we believe the calendar description is more accurate and descriptive as it is, and would like to retain it as written*



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 2001  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): September 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> ENGL 213                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Course Full Title:</b> Creative Writing: Poetry<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> ENGL                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Calendar Description:</b><br>In this writing-intensive introduction to the creative process and techniques of poetry writing, students study works by established writers as models. Students produce their own writing which is then critiqued by the instructor and classmates in classroom discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | One of the following: (any two 100-level English courses); or (B or better in any 100-level ENGL course numbered 104 or higher).                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <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:<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 checked="" type="checkbox"/> No <input 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 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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr><td>Lecture/seminar hours</td><td style="text-align: right;">20</td></tr> <tr><td>Tutorials/workshops</td><td style="text-align: right;">25</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: right;"><b>45</b></td></tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                          | 20 | Tutorials/workshops | 25 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 20                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 25                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>45</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 other year<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Department / Program Head or Director:</b> Melissa Walter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Date of posting:</b> November 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |

**Learning Outcomes:**

Upon successful completion of this course, students will:

1. Demonstrate familiarity with key poetry-based terms and concepts.
2. Analyze texts and write about them in-depth using appropriate analytical tools and concepts.
3. Write a critical review using close reading techniques.
4. Access and employ a wide range of manuscript revision strategies and techniques.
5. Maintain a balance in a workshop environment between supportive response to and constructive critique of peer work.
6. Demonstrate competency with the writing and revising process in producing completed poetry submissions.

**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, seminar, workshop, exercises, writing assignments.

**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. Vendler, Helen          | Poems, Poets, Poetry                            | <input checked="" type="checkbox"/> | Bedford St. Martin | 2009 |
| 2. Ed. Molly Peacock       | The Best of the Best Canadian Poetry in English | <input type="checkbox"/>            | Tightrope Books    | 2017 |
| 3. Clark, Kevin            | The Mind's Eye                                  | <input type="checkbox"/>            | Pearson            | 2007 |
| 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% | Field experience: | % | Portfolio:            | 70%  |
| Midterm exam:  | % | Project:     | %   | Practicum:        | % | Classroom Discussion: | 10%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:                | 100% |

**Details (if necessary):** Portfolio of 10–15 poems 70%; Journal 20%

**Typical Course Content and Topics**

**Week 1:** Inspiration vs. perspiration: Generating ideas

**Weeks 2–3:** Diction and Syntax: Controlling the Inspiration

**Weeks 4–5:** Narrative and Occasion: How a poem unfolds

**Weeks 6–7:** Conflict: The friction of ideas

**Weeks 8–9:** Shape: Old forms and new

**Weeks 10–11:** Rhyme, Rhythm, and Meter: The music of poetry

**Weeks 12–13:** Imagery: Pound's ideogram

**Memo for Course Changes**

To: Alisa Webb, Associate Dean of Arts

From: Melissa Walter, English Department Head

Date: May 24, 2018

**Subject: Proposal for revision of ENGL 215**

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
- ☐ Instructional Methods, and typical texts
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify:

For clarity, we are relabeling the “tutorial” as “report and seminar-style presentation” on the course outline. This 15% grading component encompasses the writing of an individual report on an aspect of Narrative Craftwork in Creative Non-fiction such as Personal Questing, The Necessity of Making Oneself a Literary Character, or Creative Non-fiction as Participatory Journalism. Based on a selected author or example of her/his work, the report is presented in "airing and sharing" classroom teaching mode and is followed by Q & A and general discussion. Grading considerations include Content, Organization/Structure, Use of Visual Aids, Audience Participation and Feedback.

2. Rationale for change:

These changes to prerequisites provide a combination of flexibility and rigour for students. ENGL 104 has recently been revised to meet more rigorous learning outcomes. ENGL 105 is a program requirement for ENGL but is not a required prerequisite for other 200-level ENGL classes. This change makes the prerequisites for creative writing classes similar to the prerequisites for other English classes.

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

We have updated the learning outcome that deals with oral presentation. “Refining oral presentation skills” is a direct outcome of participating in this course. As part of the course vocational skills training, students are expected to be active presenters in offering individual and small team reading responses to

assigned text models, and in learning to sharpen up their public reading presentation skills in Spoken Word fashion.

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)?  
[The changes to prereqs were suggested by the creative writing faculty at UFV. The full English department and the BFA program committee were consulted on these changes.](#)
6. What consideration has been given to indigenizing the curriculum?  
[The intention is that the flexibility provided, as well as the inclusion of ENGL 253 \(Introduction to Storytelling\) as an option within the creative writing program, contribute to indigenizing the curriculum.](#)
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)
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:  
[Up to \\$200 for textbooks](#)

**CWC comments and responses:**

- Learning outcome #4: is "refine oral presentation skills" an outcome, or incidental to the course?  
*"Refining oral presentation skills" is a direct outcome of participating in his course. As part of the course vocational skills training, students are expected to be active presenters in offering individual and small team reading responses to assigned text models, and in learning to sharpen up their public reading presentation skills in Spoken Word fashion. Their*

*contribution in this area factors in their Classroom Contribution achievement. Memo updated.*

- Evaluation: additional details may be needed for the 15% tutorial. What is involved with this?

*For clarity, we are relabeling the “tutorial” as “report and seminar-style presentation” on the course outline. This 15% grading component encompasses the writing of an individual report on an aspect of Narrative Craftwork in Creative Non-fiction such as Personal Questing, The Necessity of Making Oneself a Literary Character, or Creative Non-fiction as Participatory Journalism. Based on a selected author or example of her/his work, the report is presented in “airing and sharing” classroom teaching mode and is followed by Q & A and general discussion. Grading considerations include Content, Organization/Structure, Use of Visual Aids, Audience Participation and Feedback. Memo updated.*



ORIGINAL COURSE IMPLEMENTATION DATE: January 2002  
 REVISED COURSE IMPLEMENTATION DATE: September 2019  
 COURSE TO BE REVIEWED (six years after UEC approval): September 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> ENGL 215                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Course Full Title:</b> Creative Writing: Creative Non-Fiction<br><b>Course Short Title:</b> Creative Non-Fiction<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> ENGL                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Calendar Description:</b><br>This workshop course offers a comprehensive introduction to the crafting of creative non-fiction, including such forms as travel-writing, memoir, nature writing, reviewing, personal essays, literary aesthetics, and cultural criticism.                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | One of the following: (any two 100-level English courses) or (B or better in any 100-level ENGL course numbered 104 or higher).                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <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:<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 checked="" type="checkbox"/> No <input 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 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> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>15</td> </tr> <tr> <td>Tutorials/workshops</td> <td>30</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><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                          | 15 | Tutorials/workshops | 30 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit revised outline for rearticulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 15        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>45</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 other year<br><i>(Every semester, Fall only, annually, every other Fall, etc.)</i>                                                                                                                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Department / Program Head or Director:</b> Melissa Walter                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> September 2018                                                                                                                                                                                                                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> September 14, 2018                                                                                                                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of posting:</b> November 16, 2018                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                        |  |

**Learning Outcomes:**

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

1. Critically assess diverse forms of the creative non-fiction genres.
2. Use research and analysis in creative-nonfiction writing projects.
3. Use fact-checking, copy-editing, and substantive editing in creative non-fiction writing projects.
4. Present information to a group and refine oral presentation skills.
5. Apply genre-specific writing techniques to individual writing projects.
6. Demonstrate research, analytical, and writing skills.
7. Critique and evaluate peer material in both workshop and take-home formats.
8. Assemble a portfolio of written work.
9. Edit and revise their work.

**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, seminar, workshop, exercises, writing assignments.

**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. Carolan, T.             | Down in the Valley: Contemporary Writing from the Fraser Valley                                                                                                                                                                       | <input checked="" type="checkbox"/> | Exstasis  | 2004 |
| 2. Coursepack              | Ryszard Kapuscinski, Susan Moon, Maxine Hong Kingston, Gary Snyder, Peter Hudson, Jonathan Raban, Mayumi Oda, Paul Gauguin, Richard Bode, John Updike, Hussein Samet, Red Pine, Rex Wyler, Philip Lopate, Eden Robinson, Suzie Rotolo | <input type="checkbox"/>            |           |      |

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |   |            |      |
|----------------|---|--------------|-----|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 70% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:     | %   | Practicum:        | % | Other:     | 30%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):** Report and seminar-style presentation 15%; Peer reviewing 15%

**Typical Course Content and Topics**

**Unit 1: *Opening Up the Gates*:** Creative Non-fiction as evolution from personal essay and participatory journalism; clarifying workshop protocols. Rdgs: Ryszard Kapuscinski, "The Burning Roadblocks".

**Unit 2: *Journalistic Storytelling with Style*:** Characteristics and methods; setting and place. Rdgs: Peter Hudson, "A Good Hotel".

**Unit 3: *The Autobiographical Eye*:** narrative voice structure in memoir and "faction". Rdgs: Mayumi Oda, "I Opened the Gate Laughing"; Susan Moon "Wholeheartedness".

**Unit 4: *Presenting and Illuminating Character*:** discursive, dramatic and contextual methods; motivation as metaphor. Rdg: Richard Bode, "Beachcombing at Miramar". Phillip Lopate, "On the Necessity of Turning Oneself into a Character".

**Unit 5: *Journal Poetics and the Conditional Voice*:** speculation, dialogue and asking questions. Rdgs: Jonathan Raban, "Notes from the Road"; Paul Gauguin, *Noa Noa*.

**Unit 6: *The Editorial Eye*:** fine-tuning the revision process; using multiple imaginary editors. Rdg: Allen Ginsberg, from *Giving Up Poetry*; Red Pine, "Dancing with the Dead".

**Unit 7: *Deeper Into the Heart of Storytelling*:** dramatic situation and conflict; cinematic reconstruction techniques. Rdgs: Eden Robinson from *The Sasquatch at Home*.

**Unit 8: *Cultivating the Creative Self*:** sharpening writer's intuition; crafting life experience into written accounts. Student tutorial presentations begin.

**Unit 9: *To Market, To Market*:** freelancing mechanics and new editorial directions in the publishing industry; queries, copyright, contracts, digitizing. Rdgs: Selected readings from *The New Yorker*, *The Walrus*, *SubTerrain*, *Pacific Rim Review of Books*, *London Review of Books*, etc.

**Unit 10: *The Deeper Loam*:** establishing relevance between the particular and universal. Rdgs: Maxine Hong Kingston, "No Name Woman" and "Toward a Book of Peace".

**Unit 11: *The Gestures of Criticism*:** the art of the review; writing profiles. Rdgs: John Updike, "Andy Warhol's Fast Art"; John Carroll, "The Word, The Look, The Way: Another Side of Charles Bukowski".

**Unit 12: *The Nonfiction Frontier*:** genre cross-overs, advocacy, self-realization, Rdg: Sizie Rotolo, "A Freewheelin' Time".

**Unit 13:** Workshop presentation and delivery of course portfolios.

**Memo for Program Changes**

To: Alisa Webb

From: Melissa Walter

Date: May 7, 2018

**Subject:** Program change for Creative Writing programs

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: addition of breadth requirements

2. Rationale for change(s):

These changes apply to the ENGL major, Creative Writing, ENGL Honours, Creative Writing, and the creative writing extended minors and minors in the BA and the BFA. The changes pursue three main goals:

- 1) offer greater flexibility to students (In pursuit of this aim, we have simplified requirements);
- 2) include more geographic and cultural diversity in the requirements, while maintaining historical depth (In pursuit of this aim, we have included breadth requirements across all creative writing concentrations, minors, and extended minors);
- 3) include more craft and skills refinement at the upper level (In pursuit of this aim, we have included one more upper level creative writing course in the concentration requirements).

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 breadth requirements and the inclusion of ENGL 253 (previously approved) move towards indigenizing the 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?

Students will have greater flexibility and a rigorous and appropriate programme.

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, students will have to complete an additional upper level creative writing course in the ENGL major, creative writing concentration, and in the ENGL Honours, Creative Writing major.

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.

English Honours, Creative Writing

| Requirement                                                           | Lower-level, 18 credits                                                                                          | Upper-level, 48 credits                                                                                                                                                                               |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Foundation                                                            | ENGL 105<br>and<br>3 credits 100-level ENGL                                                                      |                                                                                                                                                                                                       |
| English literature, Rhetoric, and writing other than creative writing | 6 credits 200-level ENGL, which can include ENGL 253<br><br>Recommended: at least one of ENGL 201, 202, 223, 253 | 8 credits from ENGL 301, 304, 306, 312, 316, 318, or 319<br>and<br>4 credits from ENGL 356, 360, or 361<br>and<br>4 credits from ENGL 370, 376, or 386<br>and<br>8 credits 300/400-level ENGL, non-CW |
| Creative Writing                                                      | 6 credits 200-level ENGL CW, which can include ENGL 253                                                          | 16 credits 300/400-level ENGL CW (see note), which can include ENGL 490 (CW focus)                                                                                                                    |
| Thesis                                                                |                                                                                                                  | ENGL 491 and 492 with Creative Writing focus                                                                                                                                                          |
| Canadian Literature                                                   | One of ENGL 240, 253, 354, 356, 358, 360, or 362 (see note)                                                      |                                                                                                                                                                                                       |
| Global Literature                                                     | One of ENGL 228, 245, 367, 369, 380, or 384 (see note)                                                           |                                                                                                                                                                                                       |

**Commented [MW1]:** Arts 100 deleted as it is no longer offered

**Commented [MW2]:** Previously, specific courses were listed, some of which have been deleted.

**Commented [MW3]:** Previously: Six credits from ENGL 200-207, 240, 280, or 294

**Commented [MW4]:** Recommendations in case students wish guidance in this form. Faculty decided not to require these classes but wanted to indicate their historical and foundational usefulness.

**Commented [MW5]:** Deleted course ENGL 375 is removed.

**Commented [MW6]:** Previously: Six credits from ENGL 208, 211, 212, 213, 215, or 298. ENGL 298 has been deleted and replaced with a 3<sup>rd</sup> year course. ENGL 253 has been added as an option (as a change from Fall 2018).

**Commented [MW7]:** Breadth requirements are added.

**Note 1:** The following courses are designated as creative writing courses: ENGL 208, 211, 212, 213, 215, 302, 303, 311, 313, 315, 373, 378, 381, 390, and 405.

**Note 2:** The Canadian Literature requirement and the Global Literature requirement are completed as part of the 66 credits required for the Creative Writing Honours.

**Note 3:** ENGL 253 may be counted as either Creative Writing or other ENGL, but not both.

English Major, Creative Writing Concentration

| Requirement                                                           | Lower-level, 18 credits                                                                                          | Upper-level, 36 credits                                                                                                                                               |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Foundation                                                            | ENGL 105<br>and<br>3 credits 100-level ENGL                                                                      |                                                                                                                                                                       |
| English literature, Rhetoric, and writing other than creative writing | 6 credits 200-level ENGL, which can include ENGL 253<br><br>Recommended: at least one of ENGL 201, 202, 223, 253 | 8 credits from ENGL 301, 304, 306, 308, 309, 310, 312, 316, 318, or 319<br>and<br>4 credits from ENGL 356, 360, or 361<br>and<br>4 credits 300/400-level ENGL, non-CW |
| Creative Writing                                                      | 6 credits 200-level ENGL CW, which can include ENGL 253                                                          | 16 credits 300/400-level ENGL CW (see note 1)<br>4 credits ENGL 405 or ENGL 490, CW focus                                                                             |

**Commented [MW8]:** Previously: Three 100-level credits from ENGL 104 or higher

**Commented [MW9]:** Previously: Six credits from ENGL 200-202, 240, 280, or 294

**Commented [MW11]:** Previously: Eight credits from ENGL 301, 304, 306, 312, or 316

**Commented [MW10]:** Recommendations in case students wish guidance in this form. Faculty decided not to require these classes but wanted to indicate their historical and foundational usefulness.

**Commented [MW12]:** Previously: Six credits from ENGL 208, 211, 212, 213, 215, or 298

|                            |                                                               |
|----------------------------|---------------------------------------------------------------|
| <b>Canadian Literature</b> | One of ENGL 240, 253, 354, 356, 358, 360, or 362 (see note 2) |
| <b>Global Literature</b>   | One of ENGL 228, 245, 367, 369, 380, or 384 (see note 2)      |

**Commented [MW13]:** Breadth requirements are added.

**Note 1:** The following courses are designated as creative writing courses: ENGL 208, 211, 212, 213, 215, 302, 303, 311, 313, 315, 373, 378, 381, 390, and 405. ENGL 405 may only be used to meet one requirement.

**Note 2:** ENGL 253 may be counted as either Creative Writing or other ENGL, but not both.

**Note 3:** The Canadian Literature requirement and the Global Literature requirement are completed as part of the 54 credits required for the Creative Writing Honours.

#### Creative Writing Extended Minor

| Requirement                                                                  | Lower-level, 18 credits                                                                                                                              | Upper-level, 16 credits                                                         |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>English literature, Rhetoric, and writing other than creative writing</b> | 6 credits 100 and 200-level ENGL other than creative writing, which can include ENGL 253<br><br>Recommended: at least one of ENGL 201, 202, 223, 253 | 4 credits 300/400-level ENGL, non-CW                                            |
| <b>Creative Writing</b>                                                      | 12 credits 100 and 200-level ENGL CW, which can include ENGL 253                                                                                     | 8 credits 300/400-level ENGL CW and<br>4 credits ENGL 405 or ENGL 490, CW focus |
| <b>Canadian Literature</b>                                                   | One of ENGL 240, 253, 354, 356, 358, 360, or 362 (see note 2)                                                                                        |                                                                                 |
| <b>Global Literature</b>                                                     | One of ENGL 228, 245, 367, 369, 380, or 384 (see note 2)                                                                                             |                                                                                 |

**Commented [MW14]:** Previously: Six credits of 100- or 200-level English other than creative writing courses. English 253 has been added.

**Commented [MW15]:** Recommendations in case students wish guidance in this form. Faculty decided not to require these classes but wanted to indicate their historical and foundational usefulness.

**Commented [MW16]:** Breadth requirements are added

**Note 1:** The following courses are designated as creative writing courses: ENGL 208, 211, 212, 213, 215, 302, 303, 311, 313, 315, 373, 378, 381, 390, and 405. ENGL 405 may only be used to meet one requirement.

**Note 2:** ENGL 253 may be counted as either Creative Writing or other ENGL, but not both.

**Note 3:** The Canadian Literature requirement and the Global Literature requirement are completed as part of the 34 credits required for the Creative Writing Honours.

#### Creative Writing Minor

| Requirement                                                                  | Lower-level, 12 credits                                                                       | Upper-level, 16 credits              |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------|
| <b>English literature, Rhetoric, and writing other than creative writing</b> | 3 credits 100 and 200-level ENGL, which can include ENGL 253<br><br>Recommended: at least one | 4 credits 300/400-level ENGL, non-CW |

**Commented [MW17]:** Previously: Six credits of 100- or 200-level English other than creative writing courses. English 253 has been added.

|                            |                                                               |                                                                              |
|----------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------|
|                            | of ENGL 201, 202, 223, 253                                    |                                                                              |
| <b>Creative Writing</b>    | 9 credits 200-level ENGL CW, which can include ENGL 253       | 8 credits 300/400-level ENGL CW and 4 credits ENGL 405 or ENGL 490, CW focus |
| <b>Canadian Literature</b> | One of ENGL 240, 253, 354, 356, 358, 360, or 362 (see note 2) |                                                                              |
| <b>Global Literature</b>   | One of ENGL 228, 245, 367, 369, 380, or 384 (see note 2)      |                                                                              |

**Note 1:** The following courses are designated as creative writing courses: ENGL 208, 211, 212, 213, 215, 302, 303, 311, 313, 315, 373, 378, 381, 390, and 405. ENGL 405 may only be used to meet one requirement.

**Note 2:** ENGL 253 may be counted as either Creative Writing or other ENGL, but not both.

**Note 3:** The Canadian Literature requirement and the Global Literature requirement are completed as part of the 28 credits required for the Creative Writing Honours.

**Commented [MW18]:** Recommendations in case students wish guidance in this form. Faculty decided not to require these classes but wanted to indicate their historical and foundational usefulness.

**Commented [MW19]:** Breadth requirements have been added.

**Memo for Course Changes**

To: CACC, UEC

From: Heather Davis-Fisch, Theatre department head

Date: October 29, 2018

**Subject: Proposal for revision of THEA 360**

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: Theatre has been reviewing and revising all of its performance studies courses and has updated THEA 360, Special topics in theatre studies, to align with other 300-level performance studies courses. The changes include: adding THEA 205 and THEA 206 to prerequisite options; updating structure of instructional hours, instructional methods, and evaluation methods to be consistent with other 300-level performance studies courses; and updates to learning outcomes to match language in other 300-level courses (the outcomes in the revised course are not substantially different from the earlier outline).
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): No substantial changes, changes to outcomes are primarily so that the outcomes are consistent with other parallel courses (as only one of the group of 301, 302, 303, 304, 305, 306, 307, 360 is required for our programs).
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? This is a special topics course, so it could include Indigenous content or methods as selected by instructor. One of the examples of content specifically addresses contemporary Indigenous theatre.
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 could be required, depending on course topic. Trips would be funded by students.
10. Estimate of the typical costs for this course, including textbooks and other materials: \$100-\$150.



**ORIGINAL COURSE IMPLEMENTATION DATE:** May 2009  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version: 05/18/2018**

## 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 360                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Course Full Title:</b> Special Topics in Performance Studies<br><b>Course Short Title:</b> Spec. Top. Performance Studies<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>Provides students with an opportunity to explore a topic or specific area of performance studies and will vary with the instructor.<br>Note: This course will be offered under different letter designations (e.g. C-Z) representing different topics, and may be repeated for credit provided the letter designation differs.                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | One of the following: THEA 203/ENGL 233, THEA 204/ENGL 234, THEA 205, THEA 206, or 45 university-level credits.                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <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: <b>THEA 359</b><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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, 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 style="text-align: center;">35</td></tr> <tr><td>Tutorials/workshops</td><td style="text-align: center;">25</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                                                                                                                                                                                                                         | 35 | Tutorials/workshops | 25 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>60</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | Lecture/seminar hours                                                                                                                                                                                                                         | 35 |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | Tutorials/workshops                                                                                                                                                                                                                           | 25 |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| 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="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Maximum enrolment (for information only):</b> 30<br><b>Expected Frequency of Course Offerings:</b><br>Every other year                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Department / Program Head or Director:</b> Heather Davis-Fisch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> October 29, 2018                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> November 2018                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> November 2018                                                                                                                                                                                                           |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                     |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                               |  |

**Learning Outcomes:**

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

- Apply knowledge of the major concepts, principles, and theoretical perspectives relevant to the chosen topic;
- Analyze course themes and concepts in group discussions, studio work, performance, and/or writing;
- Demonstrate self-reflexivity and intellectual curiosity in relation to course material;
- Communicate arguments orally and in writing, demonstrating fluency with scholarly voice and conventions;
- Produce a research project, following a process that includes identifying a research question, locating and evaluating source material, and synthesizing multiple sources effectively;
- Apply research methods as relevant to the chosen topic and field;
- Communicate arguments orally and in writing, demonstrating fluency with scholarly voice and conventions;
- Situate the topic in historical, social, institutional, and cultural contexts; and
- Employ praxis-based methods to answer questions and solve 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.*)

Lectures, seminars, readings, discussions, audio-visual materials, and guest speakers..

**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.*)

[Note: the reading list below is for example 1 in typical course content and topics]

| Author (surname, initials)    | Title (article, book, journal, etc.)      | Current ed.              | Publisher             | Year |
|-------------------------------|-------------------------------------------|--------------------------|-----------------------|------|
| 1. Cox, J., ed.               | Seven Gothic Dramas, 1789–1825            | <input type="checkbox"/> | Ohio University Press | 1993 |
| 2. Cox, J., & Gamer, M., eds. | The Broadview Anthology of Romantic Drama | <input type="checkbox"/> | Broadview Press       | 2003 |
| 3.                            | Course-pack                               | <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:    | -% | Assignments: | 55% | Field experience: | -% | Portfolio:     | -%   |
| Midterm exam:  | -% | Project:     | 35% | Practicum:        | -% | Participation: | 10%  |
| Quizzes/tests: | -% | Lab work:    | -%  | Shop work:        | -% | Total:         | 100% |

**Details (if necessary):** Assignments include: reading responses, student-led seminar on assigned text, praxis-based presentations. Project is a research project culminating in a research paper.

**Typical Course Content and Topics**

Course content varies by instructor and topic.

**Example 1: Gothic and Romantic Theatre**

Week 1: Overview of Eighteenth Century Theatre

Week 2: Theatre as popular culture; reading: John Home, Douglas

Week 3: Defining the Gothic; reading: Hannah More, Percy

Week 4: Women and the Romantic stage; reading: Hannah Cowley, Albina, Countess of Raimond

Week 5: Gothicism and Romanticism; reading: Matthew Lewis, The Castle Spectre; workshop class

Week 6: Staging Taboos: critical responses to The Castle Spectre

Week 7: Scenographic spectacles; reading: George Colman the Younger, Blue Beard

Week 8: Orientalism and performance; Lord Byron, Sardanapalus

Week 9: Romantic acting theories; reading: Joanna Baillie, De Montfort

Week 10: Theatre and affect; reading: Robert Maturin, Bertram; workshop class

Week 11: Performing colonization; reading: Richard Brinsley Sheridan, Pizarro

Week 12: Gothic tragedy; reading: Percy Shelley, The Cenci; workshop class

Week 13: Gothic parodies; reading: Richard Brinsley Peake, Presumption; or, The Fate of Frankenstein

**Example 2: Contemporary Indigenous Theatre**

Week 1: Histories of Indigenous theatre; readings: Drew Hayden Taylor, "Alive and well: Native theatre in Canada"; Tomson Highway, "On Native Mythology"

Week 2: The "beginning" of native theatre in Canada?; readings: Floyd Favel Starr, "The theatre of orphans/Native languages on stage"; Tomson Highway, The Rez Sisters

Week 3: Gender and culture; readings: Geraldine Manossa, "The Beginning of Cree Performance Culture"; Tomson Highway, Dry Lips

Week 4: Theatre and the land; readings: Ric Knowles, "Translators, Traitors, Mistresses, and Whores: Monique; Mojica and the Mothers of the Métis Nations"; Tunooniq Theatre, Changes and In Search of a Friend

Week 5: Storytelling and textualization; readings: Daniel David Moses, "A Handful of Plays by Native Earthlings"; Spiderwoman Theater, Reverb-ber-ber-rations

Week 6: Desire, sexuality, and colonization; readings: Sheila Rabillard, "Absorption, Elimination and the Hybrid: Some Impure Questions of Gender and Culture in the Trickster Drama of Tomson Highway"; Floyd Favel Lady of Silences

Week 7: Questions of genre; readings: Yvette Nolan, "Selling Myself: the Value of an Artist"; William S. Yellow Robe, The Independence of Eddie Rose

Week 8: Theatre and social intervention; readings: Marie Clements, The Unnatural and Accidental Women

Week 9: Drama and memory; reading: Drew Hayden Taylor, Girl Who Loved Her Horses

Week 10: Reclaiming/rewriting history; readings: Rob Appleford, "Daniel David Moses: Ghostwriter with a Vengeance"; Daniel David Moses, Almighty Voice and His Wife

Week 11: Strategies of resistance; reading: Monique Mojica, Princess Pocahontas and the Blue Spots

Week 12–13: Creative Research Presentations

**THEA 360**
**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 type="checkbox"/>            |
| COTR                    | College of the Rockies                           | <input type="checkbox"/>            | <input 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 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 type="checkbox"/>            |
| NVIT                    | Nicola Valley Institute of Technology            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| NIC                     | North Island College                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| NLC                     | Northern Lights College                          | <input type="checkbox"/>            | <input type="checkbox"/>            |
| NWCC                    | Northwest Community College                      | <input type="checkbox"/>            | <input type="checkbox"/>            |
| OC                      | Okanagan College                                 | <input type="checkbox"/>            | <input 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 checked="" 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 type="checkbox"/>            |
| UVIC                    | University of Victoria                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| VCC                     | Vancouver Community College                      | <input type="checkbox"/>            | <input 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 Course Changes**

To: CACC and UEC

From: Heather Davis-Fisch, Theatre Department Head

Date: October 29, 2018

**Subject: Proposal for revision of THEA 401**

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 course is due for review in March 2019, so the department is revising it as part of its overall revision of performance studies courses. The changes are minor: title change to be more concise, change in prerequisites to be more clear in terms of how students move through performance studies courses and allow students outside of the Theatre program to access the course, minor changes to learning outcomes to clarify difference in difficulty between 300 level PS courses and THEA 401, update to reading and course content to reflect how current instructor teaches the course.
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? Learning outcomes include self-awareness, locating oneself in relation to community and relationally, the integration of theory and practice, all of which can be delivered through de- or non-colonial pedagogical approaches. Course content includes critical race theory, postcolonial theory (within learning outcomes) and the sample reading list/content includes several readings addressing Indigenous perspectives, decolonial theory, critical race theory, and readings by Indigenous theorists and theorists with experiences of racialization.

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? Potentially, if included, these would be funded by students.
10. Estimate of the typical costs for this course, including textbooks and other materials: \$100-\$150.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2007  
**REVISED COURSE IMPLEMENTATION DATE:** September 2019  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2025  
**Course outline form version:** 05/18/2018

## 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 401                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Course Full Title:</b> Performance Theory<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>This course introduces students to critical theory, performance theory, and their application to theatre, dramatic literature, and performance. Students will become familiar with a range of theoretical and methodological approaches to theatre and performance studies.<br><br>Note: Field trips to attend performances may be required.                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | One of: (THEA 301, THEA 302, THEA 303, THEA 304, THEA 305, THEA 306, THEA 307, or THEA 360), ([THEA 201 or THEA 202] and one 300-level THEA course), (any two 300-level ENGL or THEA courses), or 60 university-level credits.<br><br>Note: As of January 2020, prerequisites will change to one of: THEA 301, THEA 302, THEA 303, THEA 304, THEA 305, THEA 306, THEA 307, THEA 360, or 60 university-level credits. |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <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:<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> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <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;">30</td></tr> <tr><td>Tutorials/workshops</td><td style="text-align: center;">30</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                                                                                                                                                                                                                                                                                                                                                                                                | 30 | Tutorials/workshops | 30 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours |  | <b>Total hours</b> | <b>60</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 30        |                                                                                                                                                                                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| 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>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br><br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Maximum enrolment (for information only):</b> 24<br><br><b>Expected Frequency of Course Offerings:</b><br>Every two years                                                                                                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Department / Program Head or Director:</b> Heather Davis-Fisch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> October 29, 2018                                                                                                                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> November 2018                                                                                                                                                                                                                                                                                                                                                                                  |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> November 2018                                                                                                                                                                                                                                                                                                                                                                                  |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of posting:</b> February 22, 2019                                                                                                                                                                                                                                                                                                                                                                            |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of meeting:</b> March 1, 2019                                                                                                                                                                                                                                                                                                                                                                                |    |                     |    |                             |  |                                                              |  |                              |  |                     |  |                    |           |                                                                                                                                                                                                                                                                               |  |

**Learning Outcomes:**

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

- Demonstrate familiarity with a range of major theoretical perspectives, such as semiotics, phenomenology, deconstruction and poststructuralism, theories of gender, postcolonial theory, critical race theory;
- Apply concepts from theoretical readings to the analysis of live performances and of dramatic and performance texts;
- Lead and critically reflect on "praxis" based activities, exploring the relationship between performance theory and performance practice;
- Demonstrate self-awareness by critically locating self in relation to readings and performances;
- Recognize the "real-world" applications and implications of critical and performance theory, with particular emphasis on the implications of critical and performance theory for historically marginalized groups;
- Contribute to the development of an intellectual community through participation in class seminars and activities outside of class (for example, reading groups, reading disciplinary journals, attending cultural events in Vancouver and Fraser Valley);
- Identify a research problem arising from critical and performance theory and develop a praxis-informed research methodology appropriate to research problem; and
- Effectively present research both orally and in writing.

**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, performance/praxis workshops, and discussions.

**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.)**

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Coursepack | Course-pack containing: Suzan-Lori Parks, <i>Venus</i> ; Mark Fortier, "Theatre, Life and Language;" Ferdinand de Saussure, "Course in General Linguistics;" Charles Peirce, "Collected Papers;" Michel Foucault, "Panopticism" and "The 'Other' Victorians;" Terry Eagleton, from <i>Literary Criticism</i> ; Diana Taylor, from <i>The Archive and the Repertoire</i> ; Joseph Roach, "Slave Spectacles and Tragic Octoroons;" E. Patrick Johnson, from <i>Appropriating Blackness</i> ; Shannon Jackson, "White Noises;" Eric Lott, "Love and Theft;" Stuart Hall, "Race the Floating Signifier;" Ruth Frankenberg, "Mirage of an Unmarked Whiteness;" Gayatri Spivak, from <i>Can the Subaltern Speak?</i> ; Edward Said, from <i>Orientalism</i> ; Taiaiake Alfred and Jeff Corntassel, "Being Indigenous;" Eve Tuck and K. Wayne Yang, "Decolonization is Not a Metaphor;" Judith Butler, "Performative Acts;" Laura Mulvey, "Visual Pleasure;" Arlie Hochschild, "Feeling Management;" Sara Ahmed, from <i>Queer Phenomenology</i> . |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

Cost of theatre tickets and travel as far as Vancouver to attend productions.

**Typical Evaluation Methods and Weighting**

|              |     |          |     |                       |     |        |      |
|--------------|-----|----------|-----|-----------------------|-----|--------|------|
| Assignments: | 55% | Project: | 35% | Seminar presentation: | 10% | Total: | 100% |
|--------------|-----|----------|-----|-----------------------|-----|--------|------|

**Details (if necessary):** Typical assignments include: performance analysis (15%), performance pitch (15%), weekly writing assignments (25%).

**Typical Course Content and Topics**

Course content varies by instructor. An example of course content might be:

Week 1: Semiotics and Phenomenology — Mark Fortier, "Theatre, Life and Language," Ferdinand de Saussure, "Course in General Linguistics," Charles Peirce, "Collected Papers"

Week 2: Deconstruction and Discipline — Terry Eagleton, from *Literary Criticism*, Michel Foucault, "Panopticism" and "The 'Other' Victorians"

Week 3: Acts of Transfer — Diana Taylor, from *The Archive and the Repertoire*

Week 4: Genealogies of Performance — Joseph Roach, "Slave Spectacles and Tragic Octoroons"

Week 5: Politics of Authenticity — E. Patrick Johnson, from *Appropriating Blackness* and Shannon Jackson, "White Noises"

Week 6: Minstrelsy and Racial Production — Eric Lott, "Love and Theft"

Week 7: Racialization — Stuart Hall, "Race the Floating Signifier," and Ruth Frankenberg, "Mirage of an Unmarked Whiteness"

Week 8: Postcoloniality — Gayatri Spivak, from *Can the Subaltern Speak?* and Edward Said, from *Orientalism*

Week 9: Decolonization and Indigenous Resurgence — Taiaiake Alfred and Jeff Corntassel, "Being Indigenous," and Eve Tuck and K. Wayne Yang, "Decolonization is Not a Metaphor"

Week 10: Constructing Gender — Judith Butler, "Performative Acts," and Laura Mulvey, "Visual Pleasure"

Week 11: Affect — Arlie Hochschild, "Feeling Management"

Week 12: Queer Phenomenology — Sara Ahmed, from *Queer Phenomenology*

Week 13: Conclusions and Final Presentations

**THEA 401**
**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 checked="" 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 type="checkbox"/>            |
| COTR                    | College of the Rockies                           | <input type="checkbox"/>            | <input 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 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 type="checkbox"/>            |
| NVIT                    | Nicola Valley Institute of Technology            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| NIC                     | North Island College                             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| NLC                     | Northern Lights College                          | <input type="checkbox"/>            | <input type="checkbox"/>            |
| NWCC                    | Northwest Community College                      | <input type="checkbox"/>            | <input type="checkbox"/>            |
| OC                      | Okanagan College                                 | <input type="checkbox"/>            | <input type="checkbox"/>            |
| SFU                     | Simon Fraser University                          | <input checked="" 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| TWU                     | Trinity Western University                       | <input checked="" 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 type="checkbox"/>            |
| UVIC                    | University of Victoria                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| VCC                     | Vancouver Community College                      | <input type="checkbox"/>            | <input 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 Program Changes**

To: CACC, UEC

From: Heather Davis-Fisch, BMA program chair

Date: October 29, 2018

**Subject: Program change – Bachelor of Media Arts**

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):

**Core requirements**

Change to Historical and/or theoretical context options in Core requirements, to include any 100 or 200-level AH course: these courses all address the program learning outcomes of “situate digital media within historical and theoretical contexts” and either have no or minimal prerequisites. AH courses provide valuable learning outcomes and student academic growth in areas of critical and historical literacy. Their presence in the historical/critical literacy section is an advantage to students in the BMA not only for the critical and historical literacy gained, but also for the creative historical context from which this knowledge is situated.

Addition of VA 119 to Digital technologies options in Core requirements: VA 119 is a new course and addresses the program learning outcome of “use digital technologies to create work that integrates existing and new forms...” and “demonstrate adaptability in learning and using digital media technology” and has no prerequisites. This course addresses the need for a catch-all digital skills course that enhances students’ capabilities in the necessary and current digital media platforms that are involved in being a successful creative practitioner today.

**Applied Interactive Media Concentration**

Deletion of VA 117 from options: This course has not been run at UFV in nearly 10 years.

Change in upper level requirements so students are required to take one of GD 302 or GD 303, as well as both GD 357 and GD 358. GD 302 is a new course and meets concentration learning outcomes in a way that mirrors GD 303; students can take either course to meet same learning outcomes.

Change to requiring one of COMP 150 or COMP 152, instead of one of CIS 160, CIS 162, CIS 165, CIS 262, COMP 150, COMP 152, or COMP 155: None of the CIS courses in this option list are being offered at this time. COMP 150 or COMP 152 are pre-reqs to COMP 155, so COMP 155 can be deleted.

Addition of GD 403 to list of two of GD 361, GD 369, GD 498, GD 499 etc...: GD 403 is a new course and adding it provides an additional non-directed study option for students interested in GD. Deletion of VA 360 from same list: This course has applicability in other disciplines and is no longer suitable as a component option in the applied interactive media concentration.

#### **Interactive Media Leadership Concentration**

Number of credits in program: updated to correct credit number for MEDA 469 (was listed at 4 but is actually 3)

#### **Performance and Media Concentration**

Deletion of THEA 451 and THEA 452 from options: THEA 351 is prerequisite for THEA 451 and THEA 352 is prerequisite for THEA 452, so these two courses are not “real” options for fulfilling this concentration requirement.

Deletion of ENGL 377 from options: ENGL 377 has been discontinued.

#### **Screen Studies Concentration**

Substitution of THEA 206 for ENGL 130: English 130 has been discontinued and THEA 206 includes similar learning outcomes and meets concentration requirements 1 and 3.

Deletion of ENGL 377 from options: ENGL 377 has been discontinued.

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? Indigenization is addressed within specific courses in the BMA; depending on students' choices of concentration and electives, their experience of Indigenized curriculum will vary greatly. New elective options added here, such as AH 204, support Indigenization through content and delivery methods.
5. Will additional resources be required? If so, how will these costs be covered? The program is not yet large enough that changes in electives within the core or concentrations will trigger significant changes in enrolment (either positively or negatively). Speaking more globally, however, enrollment patterns for international students do continue to put a strain on sections that are historically under-represented on the timetable. For example, advising informs us that there is a deficit of 193 seats in CMNS 125 for the winter semester with respect to the number of new international admits who require the course. We have 12 new international students admitted to the BMA for the winter semester who require CMNS 125. An institutional plan for addressing these kinds of systemic deficits would be extremely helpful as a way of moving forward to service students with integrity.

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? These changes eliminate course options that existed on paper and not in reality (either because courses were not offered or had prerequisites that could not be completed within program requirements) and increase course choices where it is viable and consistent with program/concentration learning outcomes. These changes should allow students to move through the program more easily and help with completion planning.
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? Only in the case of MEDA 469, within the Interactive Media Leadership concentration, and in this case the change is a correction.
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 might be a minor need for additional seats in existing classes that are now included in program options, but the changes here will largely help with enrolment management by providing additional viable options for students.
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 BMA is interdisciplinary and involves a number of programs. Changes in enrolment in individual courses and sections will be minimal and students in the program have options for completing requirements if sections fill up.
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 comments and responses:**

- Removal of COMP 155 as an option: is it possible that students would be waived into COMP 155 without either the COMP 150 or COMP 152 prerequisite? (If so, suggest retaining COMP 155 as an option.)  
*The CIS department indicates that it is unlikely that any student would have COMP155 without having taken either COMP150 or COMP152. However, rare exceptions are possible and it would be reasonable for the Media program chair to accept COMP 155 as satisfying this requirement on a case-by-case basis.*
- Cross-listed courses will be included for VA 365, VA 366, MACS 337, MACS 385, MACS 460.  
*Excellent, thanks.*
- MACS 267 has been discontinued, and should be removed from the list of optional courses.  
*Thanks, this change will be incorporated.*

## Academic Calendar Fall 2018

### MEDIA ARTS

[ufv.ca/media-arts](http://ufv.ca/media-arts)

## Bachelor of Media Arts

Core requirements (48 credits)

Lower-level requirements (24 credits)

| Course                    | Title                                                            | Credits |
|---------------------------|------------------------------------------------------------------|---------|
| <b>Media arts</b>         |                                                                  |         |
| MEDA 100                  | Introduction to Media Arts                                       | 3       |
| MEDA 222                  | Design Ethos and the Creative Practitioner                       | 3       |
| MEDA 260                  | Exploring Creativity                                             | 3       |
| <b>Core knowledge</b>     |                                                                  |         |
| MACS 130                  | Mass Communication in Canada                                     | 3       |
| <b>Writing foundation</b> |                                                                  |         |
| <b>One of:</b>            |                                                                  | 3       |
| CMNS 125                  | Communicating Professionally to Academic and Workplace Audiences |         |

|                                              |                                                                                                    |   |
|----------------------------------------------|----------------------------------------------------------------------------------------------------|---|
| ENGL 105                                     | Academic Writing                                                                                   |   |
| <b>Written or oral presentation</b>          |                                                                                                    |   |
| <b>One of:</b>                               |                                                                                                    | 3 |
| CMNS 175                                     | Writing for the Internet                                                                           |   |
| CMNS 235                                     | Public Speaking                                                                                    |   |
| THEA 111                                     | Acting Skills for Work and Life                                                                    |   |
| THEA 250                                     | Introduction to Storytelling in Indigenous, Theatrical, and Global Communities                     |   |
| <b>Historical and/or theoretical context</b> |                                                                                                    |   |
| <b>One of:</b>                               |                                                                                                    | 3 |
| <del>AH 100</del>                            | <del>History of Art and Culture in a Global Context</del><br><u>Any 100 or 200-level AH course</u> |   |
| <del>AH 101</del>                            | <del>Art and Culture in the West to 1400</del>                                                     | - |
| <del>AH 102</del>                            | <del>Art and Culture in the West from 1400 to the Present</del>                                    | - |
| FILM 110                                     | Introduction to Cinema                                                                             |   |
| FILM 120                                     | The History and Aesthetics of World Cinema                                                         |   |

|                             |                                                                                                                         |   |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------|---|
| GD 102                      | History of Graphic Design                                                                                               |   |
| IPK 277                     | Indigenous Art: Stories and Protocols                                                                                   |   |
| MACS 210                    | History of Communication                                                                                                |   |
| THEA<br>203/ENGL 233        | <del>History of Theatre and Drama: Antiquity to 1642</del> <u>Cultural<br/>History of Performance: Antiquity - 1600</u> |   |
| THEA<br>204/ENGL 234        | <del>History of Theatre and Drama: 1642 to 1914</del> <u>Cultural<br/>History of Performance: 1600-1900</u>             |   |
| <b>Digital technologies</b> |                                                                                                                         |   |
| <b>One of:</b>              |                                                                                                                         | 3 |
| CIS 145                     | Web Publishing                                                                                                          |   |
| GD 157                      | Digital Design Media I                                                                                                  |   |
| <u>VA 119</u>               | <u>Introductory Studio III: Digital Multi-Tool</u>                                                                      |   |
| VA 160                      | Introduction to Video Production                                                                                        |   |
| VA 180                      | Digital Photography I                                                                                                   |   |
| VA 271                      | <del>New Media I — Introduction to Electronic Media</del> <u>Image,<br/>Sound, and Performance Art I</u>                |   |

### Upper-level requirements (24 credits)

| Course                            | Title                                                  | Credits |
|-----------------------------------|--------------------------------------------------------|---------|
| <b>Media arts</b>                 |                                                        |         |
| MEDA 350                          | Critical Studies in Digital Media in Canada            | 4       |
| MEDA 360                          | Professional Practices for Creative Digital Industries | 4       |
| MEDA 401                          | Media Arts Integrated Project I                        | 4       |
| MEDA 402                          | Media Arts Integrated Project II                       | 4       |
| <b>Core knowledge</b>             |                                                        |         |
| MACS 369                          | Media Law and Ethics                                   | 4       |
| <b>One of:</b>                    |                                                        | 4       |
| MACS 334                          | Cultural Policy <a href="#">in Canada</a>              |         |
| MACS 460/ <a href="#">SOC 460</a> | Issues in the Information Society                      |         |

Note 1: Some of the listed courses above have prerequisites. Please take this into account when planning your electives.

Note 2: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.

## Concentration requirements

Students must complete one of the following concentrations as part of their degree:

- [Applied Interactive Media](#)
- [Digital Art](#)
- [Interactive Media Leadership](#)
- [Media and Performance](#)
- [Screen Studies](#)

A formal declaration of the concentration choice must be made and approved by the educational advisor prior to the completion of 60 credits towards the degree. Students who have completed 60 credits but have not yet declared a concentration will not be permitted to register. Exceptions may be made in special circumstances by the educational advisor and/or the BMA Program Coordinator. Students admitted to the degree should seek advice from the educational advisor. Students must complete at least 50% of the upper-level requirements of the concentration at UFV.

## Applied Interactive Media concentration

Program outline: ~~43~~44 credits

| Course  | Title                        | Credits |
|---------|------------------------------|---------|
| CIS 145 | Web Publishing               | 3       |
| CIS 245 | Intermediate Web Programming | 4       |
| GD 157  | Digital Design Media I       | 3       |
| GD 159  | Digital Design Media II      | 3       |

|  |                                    |                                                       |                |
|--|------------------------------------|-------------------------------------------------------|----------------|
|  | GD 202                             | Interactive Design I                                  | 3              |
|  | GD 203                             | Dynamic Media I: Motion Graphics                      | 3              |
|  | GD 204                             | Interactive Design II                                 | 3              |
|  | <del>GD 303</del>                  | <del>Dynamic Media II: Storytelling</del>             | <del>3</del>   |
|  | GD 357                             | Digital Project Management for Creative Practitioners | 3              |
|  | GD 358                             | Interactive Design for Portfolio                      | 3              |
|  | <b>One of:</b>                     |                                                       | <del>3-4</del> |
|  | <del>CIS 160</del>                 | <del>Introductory Web Graphics and Animation</del>    |                |
|  | <del>CIS 162</del>                 | <del>Introduction to Animation</del>                  |                |
|  | <del>CIS 165</del>                 | <del>3D Animation</del>                               |                |
|  | <del>CIS 262</del>                 | <del>Web-Based Computer Game Development</del>        |                |
|  | COMP 150                           | Introduction to Programming                           |                |
|  | COMP 152                           | Introduction to Structured Programming                |                |
|  | <del><b>One of:</b> COMP 155</del> | <del>Object-oriented Programming</del>                | <del>3</del>   |

|                      |                                                                                                    |          |
|----------------------|----------------------------------------------------------------------------------------------------|----------|
| <u><b>GD 302</b></u> | <u>Interactive Design III: Applied Web</u>                                                         |          |
| <u><b>GD 303</b></u> | <u>Dynamic Media II: Storytelling</u>                                                              | <u>3</u> |
| <b>One of:</b>       |                                                                                                    | 3        |
| VA 113               | Introduction to Drawing                                                                            |          |
| VA 116               | Intro Studio II: Space, Form, and Time                                                             |          |
| <del>VA 117</del>    | <del>Introduction to Animation Drawing</del>                                                       |          |
| VA 180               | Digital Photography I                                                                              |          |
| VA 231               | Sculpture and Extended Media I                                                                     |          |
| VA 271               | <del>New Media I—Introduction to Electronic Media</del> <u>Image, Sound, and Performance Art I</u> |          |
| VA 272               | <del>New Media II—Computational Media Art</del> <u>Image, Sound, and Performance Art II</u>        |          |
| <b>Two of:</b>       |                                                                                                    | 6        |
| GD 361               | Portfolio Development for Graphic and Digital Design                                               |          |
| GD 369               | Professional Practices I                                                                           |          |
| <u><b>GD 403</b></u> | <u>Dynamic Media III: Titling and Video</u>                                                        |          |

|                   |                                                   |  |
|-------------------|---------------------------------------------------|--|
| GD 498            | Directed Study in Graphic Digital Design I        |  |
| GD 499            | Directed Study in Graphic Digital Design II       |  |
| VA 331            | Sculpture and Extended Media III                  |  |
| VA 332            | Sculpture and Extended Media IV                   |  |
| <del>VA 360</del> | <del>Professional Development and Practices</del> |  |
| VA 371            | New Media III – Interactive Art                   |  |
| VA 372            | New Media IV – Project in New Media               |  |
| VA 390            | Community Arts Practice                           |  |

Note: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.

## Digital Art concentration

**Program outline: 40 credits**

| Course | Title                         | Credits |
|--------|-------------------------------|---------|
| AH 315 | Arts in Context: Contemporary | 4       |

|                |                                                                                                         |   |
|----------------|---------------------------------------------------------------------------------------------------------|---|
| VA 160         | Introduction to Video Production                                                                        | 3 |
| VA 180         | Digital Photography I                                                                                   | 3 |
| VA 261         | Video Production II                                                                                     | 3 |
| VA 271         | <u>Image, Sound, and Performance Art I</u> <del>New Media I—<br/>Introduction to Electronic Media</del> | 3 |
| VA 272         | <u>Image, Sound, and Performance Art II</u> <del>New Media II—<br/>Computational Media Art</del>        | 3 |
| VA 280         | Digital Photography: Advanced Imaging                                                                   | 3 |
| VA 283         | Introduction to Photography                                                                             | 3 |
| VA 383         | Intermediate Photography                                                                                | 3 |
| <b>One of:</b> |                                                                                                         | 3 |
| VA 331         | Sculpture and Extended Media III                                                                        |   |

|                                           |                                     |   |
|-------------------------------------------|-------------------------------------|---|
| VA 371                                    | New Media III – Interactive Art     |   |
| <b>One of:</b>                            |                                     | 3 |
| VA 332                                    | Sculpture and Extended Media IV     |   |
| VA 372                                    | New Media IV – Project in New Media |   |
| <b>Two of:</b>                            |                                     | 6 |
| VA 365/ <a href="#">FILM 365/JRNL 365</a> | Documentary Video Storytelling      |   |
| VA 366/ <a href="#">FILM 366</a>          | Documentary Video Production        |   |
| VA 431                                    | Directed Study: Sculpture           |   |
| VA 432                                    | Directed Study: Sculpture           |   |
| VA 471                                    | Directed Study: New Media           |   |

|        |                           |  |
|--------|---------------------------|--|
| VA 472 | Directed Study: New Media |  |
|--------|---------------------------|--|

Note: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.

### Interactive Media Leadership concentration

Program outline: ~~367~~-~~389~~ credits

| Course   | Title                                                | Credits        |
|----------|------------------------------------------------------|----------------|
| CMNS 140 | Interpersonal Skills for the Workplace               | 3              |
| CMNS 235 | Public Speaking                                      | 3              |
| CMNS 251 | Professional Report Writing                          | 3              |
| CMNS 280 | Team and Small Group Communication for the Workplace | 3              |
| CMNS 335 | Advanced Public Speaking                             | 4              |
| CMNS 445 | Facilitating Skills for the Workplace                | 4              |
| MEDA 469 | Design Thinking for Creative Leadership              | <del>3</del> 4 |
| PHIL 100 | Reasoning: An Introduction to Critical Thinking      | 3              |

|  |                                   |                                                       |     |
|--|-----------------------------------|-------------------------------------------------------|-----|
|  | <b>One of:</b>                    |                                                       | 4   |
|  | MACS 334/SOC 334                  | Cultural Policy <a href="#">in Canada</a>             |     |
|  | MACS 460/ <a href="#">SOC 460</a> | Issues in the Information Society                     |     |
|  | <b>One of:</b>                    |                                                       | 3-4 |
|  | CMNS 212/MACS 212                 | Introduction to Media and Public Relations            |     |
|  | CMNS 380                          | Communicating in the Cross-Generational Workplace     |     |
|  | CMNS 420                          | Virtual Team Communication                            |     |
|  | <b>One of:</b>                    |                                                       | 3-4 |
|  | CMNS 430                          | Communication for Project Management                  |     |
|  | GD 357                            | Digital Project Management for Creative Practitioners |     |

Note: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.

## **Media and Performance concentration**

**Program outline: 37-38 credits**

| Course                             | Title                                                                                                                        | Credits |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------|
| THEA 121                           | Stagecraft I                                                                                                                 | 3       |
| THEA 123                           | Stagecraft II                                                                                                                | 3       |
| THEA 311                           | Digital Performance                                                                                                          | 4       |
| THEA 401                           | Contemporary Theories of Theatre and Performance                                                                             | 4       |
| <b>One of:</b>                     |                                                                                                                              | 3       |
| THEA 112                           | <a href="#">Acting I: Essentials of Acting</a>                                                                               |         |
| THEA 250                           | Introduction to Storytelling in Indigenous, Theatrical, and Global Communities                                               |         |
| <b>One of:</b>                     |                                                                                                                              | 3       |
| THEA 203/ <a href="#">ENGL 233</a> | <del>History of Theatre and Drama: Antiquity to 1642</del> <a href="#">Cultural History of Performance: Antiquity - 1600</a> |         |
| THEA 204/ <a href="#">ENGL 234</a> | <del>History of Theatre and Drama: 1642 to 1914</del> <a href="#">Cultural History of Performance: 1600 - 1900</a>           |         |
| <b>One of:</b>                     |                                                                                                                              | 3       |
| THEA 211                           | Acting II: Character and Scene Study                                                                                         |         |

|                     |                                                                                                       |   |
|---------------------|-------------------------------------------------------------------------------------------------------|---|
| THEA 215            | Voice and Body I                                                                                      |   |
| <b>One of:</b>      |                                                                                                       | 3 |
| VA 160              | Introduction to Video Production                                                                      |   |
| VA 231              | Sculpture and Extended Media I                                                                        |   |
| VA 261              | Video Production II                                                                                   |   |
| VA 271              | <del>New Media I—Introduction to Electronic Media</del><br><u>Image, Sound, and Performance Art I</u> |   |
| VA 272              | <del>New Media II—Computational Media Art</del><br><u>Image, Sound, and Performance Art II</u>        |   |
| <b>One of:</b>      |                                                                                                       | 4 |
| THEA 351            | Directing I                                                                                           |   |
| THEA 352            | Devised Theatre I                                                                                     |   |
| <del>THEA 451</del> | <del>Directing II</del>                                                                               |   |
| <del>THEA 452</del> | <del>Devised Theatre II</del>                                                                         |   |
| <b>One of:</b>      |                                                                                                       | 4 |
| THEA 312            | Acting III: Advanced Scene Study and Auditioning                                                      |   |

|                                                             |                                                                    |     |
|-------------------------------------------------------------|--------------------------------------------------------------------|-----|
| THEA 314                                                    | Postmodern Approaches to Physical Performance                      |     |
| THEA 315                                                    | Voice and Body II                                                  |     |
| <b>One of:</b>                                              |                                                                    | 3-4 |
| <del>ENGL 377</del>                                         | <del>Creative Writing: Film Adaptation of English Literature</del> |     |
| ENGL 378                                                    | Creative Writing: Advanced Screenwriting                           |     |
| GD 358                                                      | Interactive Design for Portfolio                                   |     |
| VA 331                                                      | Sculpture and Extended Media III                                   |     |
| VA 365/ <a href="#">FILM 365</a> / <a href="#">JRNL 365</a> | Documentary Video Storytelling                                     |     |
| VA 366/ <a href="#">FILM 366</a>                            | Documentary Video Production                                       |     |
| VA 371                                                      | New Media III – Interactive Art                                    |     |

Note: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.

## Screen Studies concentration

**Program outline: 34-36 credits**

| Course                              | Title                                                                                              | Credits |
|-------------------------------------|----------------------------------------------------------------------------------------------------|---------|
| <del>ENGL 130</del> <u>THEA 206</u> | <del>Introduction to Drama</del> <u>Dramaturgy</u>                                                 | 3       |
| ENGL 208                            | Creative Writing: Screenwriting                                                                    | 3       |
| FILM 110                            | Introduction to Cinema                                                                             | 3       |
| FILM 120                            | The History and Aesthetics of World Cinema                                                         | 3       |
| MACS 110                            | Introduction to Communication Theory                                                               | 3       |
| <b>One of:</b>                      |                                                                                                    | 3       |
| VA 160                              | Introduction to Video Production                                                                   |         |
| VA 231                              | Sculpture and Extended Media I                                                                     |         |
| VA 261                              | Video Production II                                                                                |         |
| VA 271                              | <del>Image, Sound, and Performance Art I</del> <u>New Media I—Introduction to Electronic Media</u> |         |
| VA 272                              | <del>Image, Sound, and Performance Art II</del> <u>New Media II—Computational Media Art</u>        |         |
| <b>Two of:</b>                      |                                                                                                    | 6       |
| AH 205                              | Art Practices and Popular Culture I                                                                |         |

|                                                             |                                                                     |     |
|-------------------------------------------------------------|---------------------------------------------------------------------|-----|
| MACS 210                                                    | History of Communication                                            |     |
| MACS 215                                                    | Advertising as Social Communication                                 |     |
| MACS 221                                                    | Media and Popular Cultures                                          |     |
| MACS 230                                                    | Cultural Industries in Canada                                       |     |
| MACS 240                                                    | Media, Money, and Power                                             |     |
| <del>MACS 267</del>                                         | <del>Signs and Meaning: An Introduction to Semiotics</del>          | -   |
| <b>One of:</b>                                              |                                                                     | 3-4 |
| <del>ENGL 377</del>                                         | <del>Creative Writing: Film Adaptations of English Literature</del> | -   |
| ENGL 378                                                    | Creative Writing: Advanced Screenwriting                            |     |
| GD 358                                                      | Interactive Design for Portfolio                                    |     |
| THEA 311                                                    | Digital Performance                                                 |     |
| VA 331                                                      | Sculpture and Extended Media III                                    |     |
| VA 365/ <a href="#">FILM 365</a> / <a href="#">JRNL 365</a> | Documentary Video Storytelling                                      |     |
| <b>Two of:</b>                                              |                                                                     | 7-8 |

|                                   |                                                      |  |
|-----------------------------------|------------------------------------------------------|--|
| AH 314                            | Arts in Context: Modernism                           |  |
| AH 315                            | Arts in Context: Contemporary                        |  |
| AH 316                            | Arts in Context: Gender, Art, and Society            |  |
| AH 320                            | Art and Culture: Special Topics                      |  |
| AH 321                            | Canada Contact Zone                                  |  |
| AH 330                            | Museum Principles and Practices                      |  |
| ANTH 375/MACS 375                 | Indian Mediascapes                                   |  |
| FILM 310                          | Introduction to Film Theory                          |  |
| MACS 337/ <a href="#">SOC 337</a> | Taste and Culture                                    |  |
| MACS 385/ <a href="#">SOC 385</a> | Television and Social Values: The Simpsons           |  |
| MACS 399                          | Special Topics in Media and Communication Studies II |  |

Note: Students may not use a BMA core requirement to meet a concentration requirement. In the case of overlap, students must make an alternative course choice to meet their core requirements.