



## 4.03 Course Outline

### 4. Instructions, Programs and Services - Administrative Procedure Manual

Each teacher is required to develop course outlines for each subject that they teach and submit them by end of the first teaching cycle.

All course outlines must be on file in the school office. Course outlines are to be prepared for students for all subjects at the Grade 9 to 12 level. They will generally not be more than one or two type written pages. They are to be provided to students prior to the end of the first timetable cycle (6 school days). Course outlines will be provided at other grade levels if requested by parents. If they are requested they are to be provided within six school days.

Course outlines will include the following:

- 1) General expectations for the course.
- 2) General Learning Outcomes as outlines in the curriculum documents
- 3) Suggested timelines.
- 4) Evaluation strategies and mark allocation.
- 5) Special circumstances with the class.
- 6) Resources

Where teachers teach in a multi-graded setting they are encouraged to develop outlines, which integrate the Grade levels into one plan (eg. one integrated course outline for Grade 1 & 2 ELA). Teachers in Colony schools are responsible for a wide range of subject and grade levels. They are required to complete course outlines and course syllabus for each Grade 9 to 12 class that they teach. They are also required to complete an Early Years course outline and a Middle Years course outline for each of the four core subjects: English Language Arts, Mathematics, Science and Social Studies. In addition they are required to submit one K – 8 outline for other subject areas. They may choose to complete and submit additional course outlines.