



COURSE NAME AND NUMBER (SXX)

SEMESTER, YEAR

LOCATION AND TIME

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem; and with the lands of the Kwantlen First Nation, which gifted its name to this university.

1. INSTRUCTOR INFORMATION

A. NAME
B. PHONE
C. EMAIL
D. OTHER (twitter, websites etc.)
E. OFFICE LOCATION
F. OFFICE HOURS
G. RESPONSE TIME

2. COURSE INFORMATION

A. COURSE DESCRIPTION
B. COURSE OUTCOMES
C. PREREQUISITES/COREQUISITES
D. REQUIRED MATERIALS (TEXT, OTHER)
E. REQUIRED TECHNOLOGY
F. LABS OR PRACTICE EXPERIENCE DETAILS (faculty to add if required, delete if not needed)
LINK TO COURSE OUTLINE DATABASE

3. COURSE/INSTRUCTOR POLICIES

Course and Instructor Policies”. (i.e., absenteeism, late assignments, remarking policy if any, use of technology in the classroom, excuses for medical reasons, group evaluation policies, formatting of submission requirements etc.)

4. COURSE EVALUATIONS

ASSESSMENT (ASSIGNMENTS/EXAMS)	VALUE
#1	25%
#2	20%
#3	25%
#4	30%

5. ASSIGNMENT DESCRIPTIONS AND EVALUATION CRITERIA/RUBRICS

	EVALUATION CRITERIA	DUE DATE
ASSIGNMENT 1		
ASSIGNMENT 2		
ASSIGNMENT 3		
ASSIGNMENT 4		

[LINK TO KPU STUDENT EVALUATION AND GRADING PROCEDURE](#)

[LINK TO WITHDRAWAL DATES](#)

6. COURSE SCHEDULE

WEEK	TOPIC	READINGS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

7. RESOURCES FOR STUDENT SUCCESS

ACCESSIBILITY SERVICES
ACADEMIC ADVISING
COUNSELLING SERVICES
THE LEARNING CENTRES
KPU ACADEMIC INTEGRITY MOODLE COURSE
STUDENTS RIGHTS AND RESPONSIBILITIES
EARLY ALERT

8. UNIVERSITY/PROGRAM POLICIES

KPU POLICIES :
HR15, ST 2, ST 7, ST11, ST 14
PROGRAM POLICIES AND GUIDELINES (Faculty to add link)
FIELD TRIP RELEASE (SR5) (if applicable)
IMPORTANT DATES AND DEADLINES for KPU students