

The course Teaching and Learning Plan (TLP) is a vitally important communication tool between you and your students. Your Teaching and Learning Plan will help your students to understand the intended learning outcomes for the course in the form of the knowledge, skills and habits of mind that will be deliberately cultivated in the course, as well as when and how they will be required to demonstrate their learning through assessments. It can also help students to understand how your course functions in relation to the other courses in their program of study.

### REQUIRED INFORMATION:

#### College Level Information:

- Name of the College, Department, School and Campus
- Semester of Offering
- Course Code
- Course Section
- Course Title
- Course Credit Value
- Course pre-requisites, co-requisites, and anti-requisites or restrictions

#### Course Level Information:

- Class schedule and location, including lecture, seminar, lab, studio, off-site and/or online class meetings
- Schedule of topics, required readings or associated resources, homework assignments and other learning activities, organized by class, by week or by course module
- Detailed class schedule including dates, times, locations, type, and percentage weight and grading criteria of all optional and required assessment measures including expectations regarding individual and group contributions to assignments
- Required texts, resources and materials including where students can access copies
- Recommended texts, resources and materials
- Availability of required and recommended content on Blackboard or on reserve at the Library
- Full course description from the course outline

#### Instructor Level Information:

- Instructor name
- Instructor email
- Instructor office location and office hours
- Course Coordinator name (if applicable)
- Course Coordinator email (if applicable)
- Course Coordinator office location and office hours (if applicable)
- Course Technician, Lab Coordinator, and/or Teaching Assistant name and contact information (if applicable)

### RECOMMENDED INFORMATION:

- Niagara College's Policy on Missed Evaluations
- Statement on additional resources for students including:
  - Drop-in Help
  - Tutoring
  - Library Assistance
  - Lab Access
  - On-line Study Aids and Learning Resources
  - Counselling Services
  - Accessibility Services
- Course Evaluation information including:
  - A clear breakdown of the work required (i.e. citation style; # of primary and secondary sources required; submission format; length; titles and pagination; font size etc.)
  - Deadlines for submissions of component parts and the whole of the assignment with associated weights for the final assignment grade
  - Grading checklists or rubrics for the assignment
- Standard Statements
  - E-mail Communication:
    - As per Niagara College regulations, all students are required to check their <@niagaracollege.ca> student e-mail account regularly. E-mail is the official route of communication between the College and its students.
  - Academic Integrity:
    - Niagara College students are subject to the College's [Academic Honesty Policy](#) and therefore be aware of what constitutes academic misconduct and its consequences. Student academic misconduct is a serious offence and will not be tolerated. It may take many forms, including plagiarism, the use of unauthorized aids in assignments or examinations, and the willful distortion or fabrication of experimental results or data.
  - Class Cancellation or Rescheduling:
    - On occasion, it may be necessary to cancel or reschedule a class. Niagara College's [Class Cancellations Policy and Procedure](#) provides details on what students can expect in the event of a change to a regularly scheduled class meeting.
  - Student Class Attendance and Lateness:
    - Students are responsible for understanding the College's [Academic Rights and Responsibilities Policy](#) as it relates to class attendance and lateness. While class resources will be posted on Blackboard, key discussions, group work, and opportunities for questions are best accessed during scheduled class hours. Regular attendance is highly recommended.
  - Missed or Late Assignments:
    - When you find yourself unable to meet an in-course requirement because of illness or compassionate reasons, please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail contact. See additional information in the [Missed Evaluations Policy](#).

# Teaching and Learning Plan Checklist

## Centre for Academic Excellence

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- Course Drop Date:
  - The last date to drop one-term courses, without academic penalty, can be found on the [Important Dates](#) web page. For additional information on how to drop a course, contact the [Enrolment Services](#).
- Accessibility:
  - Niagara College adheres in spirit and practice to the *Ontario Human Rights Code*. Niagara College is committed to providing access to an educational environment that fosters a climate of mutual respect, fairness, dignity and equitable treatment, and to extend to students opportunities to exercise their worth and potential. **Students are not required to disclose their disability diagnosis to register and access accommodations, services and supports. Students must self-identify with the Niagara College Accessibility Services office** in order to access and receive disability related academic and service accommodations. Learn more at the [Niagara College Accessibility Services website](#).
- Use of Personal Recording Devices:

Niagara College is committed to providing a safe teaching and learning environment that respects the rights and freedoms of every individual under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code, the right to individual privacy legislated by applicable federal and provincial directives and the Freedom of Information and Protection of Privacy Act, and the property rights which exist in information conveyed within the learning environment and which arise under the Canada Copyright Act. Please refer to the [Student Code of Conduct](#) to understand the use of personal recording devices on campus.