

Frost Centre for Canadian Studies and Indigenous Studies

**Course Outline Standard Guidelines**

All Frost Centre for Canadian Studies and Indigenous Studies course outlines must have the following:

1. Trent logo at the top
2. ***Frost Centre for Canadian Studies and Indigenous Studies*** name and Frost Centre course number
3. Date (Year and term)
4. The Instructor's name, office telephone number, location, and office hours
5. The **home dept./prog. secretary** should be listed as a contact
6. Course description - recommended that this be more detailed than in University Calendar
8. Required and/or recommended texts
9. Evaluation (i.e., grading/marking scheme)
10. Explanation of assignments
11. **Dropping a Graduate Course:** Dates to drop elective courses without academic penalty are published in the University diary. Normally at least 25% of the grade in a course must be determined and made available to students by the deadline for withdrawal from a course
12. Course policies on late submission of work and attendance in class
13. Schedule of topics and readings
14. Attach the Frost Centre grading scheme to each syllabus.
15. Where appropriate, include a reminder that all research involving the use of human subjects requires advance approval from a duly constituted University Committee.
16. Include the "*Graduate Student Academic Integrity Policy*" found under "Resources" on the Graduate Studies website: <http://www.trentu.ca/graduatestudies/forms.php>