

**SUBJECT**
**Master Course Guideline**

Digital Technology Enhanced Learning Policy A-28

**PROCEDURES**

1. Where feasible, one copy of every course that requires a Course Outline will be created and maintained on the College's LMS and serve as a Master Course Template.

A Master Course:

- a. will not be accessible by students.
  - b. will serve as a semester independent copy of an exemplary course (*see Procedure #A-28-PR-1 Using the College's LMS to Provide Access to Essential Digital Resources and Learning Activities*) or the appropriate portions of an exemplary or existing course which may be used as a template to initiate the creation of additional course sections.
2. Where appropriate, contain:
    - a. a folder to house copies of existing or alternate versions of tests, quizzes, and student assignments.
    - b. a copy or copies of approved course outlines (updated yearly) and course section information (CSI).
    - c. information regarding the textbook(s), online websites or other resources.
    - d. a digital copy of the student manual or any Northern College owned and produced course related learning materials that are intended to be provided to students.
  3. Where appropriate and allowable through Canada's copyright legislation faculty are expected maintain a copy of PowerPoint presentations, course notes and other digital learning resources. *More information related to copyright may be found at <http://libguides.northernnc.on.ca/copyright/faculty>*
  4. A file containing an explanation on how the Grade Centre is used to provide students information on course progress and grades associated with assignments, quizzes, test and projects.

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2018-12-06	NEW	2023-12-06	A-28 Policy A-28-PR-1	ACADEMIC	1	1