

AC504: Learning Plan

Policy Title:	Learning Plan
Policy Number:	AC504
Owner:	Sr. Vice President Academic
Approved by:	College Executive Team
Effective Date:	September 2022
Reference:	
Links to Other Policy:	

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Learning Plan – an addendum to the SLC-approved Course Outline, that aligns approved modules/units of study and related learning experiences and assessments to specific dates/time periods relevant to the scheduling of an individual section of the course offering. Learning plans are developed by the faculty/instructor assigned to teach the course section, using the SLC-approved template and approved by the Dean/AD.

Course Outline - At the beginning of each course, St. Lawrence College students are provided with a current course outline. The course outline is consistent for all offerings of the course across the College for the given academic year. The course outline forms the basis for a contract between students, faculty, and the College.

The course outline provides a framework of understanding for the course structure, learning outcomes, learning experiences, required resources, assignment requirements, and the evaluation methods that will be used to measure student achievement relative to the required course learning outcomes. When a course is a required core course within a larger program, the document also communicates the program standards, or learning outcomes, established for the program of study. (Curriculum Policy AC512)

Purpose:

To clarify the purpose and required practices related to the use of the Learning Plan.

Scope:

Informs that SLC has a required Learning Plan Template.

Outlines the purpose of the Learning Plan.

Outlines roles and responsibilities associated with effective use of the Learning Plan.

POLICY STATEMENTS

1. Learning Plans support the College-approved course outline by aligning the modules/units of study and related learning experiences and assessments to specific dates/time periods relevant to the scheduling of the individual section of the course offering.
2. Learning plans are intended to support preparation for learning, effective time management, and successful completion of assessments.
3. At the beginning of each course, St. Lawrence College students are provided with a learning plan specific to the course section in which they are enrolled.
4. Faculty/instructors post both the approved and signed course outline and Learning Plan to the LMS.
5. The Learning Plan template is updated annually by PPDR and SCTL and available on the SCTL website.
6. Procedures for effective development and review of a Learning Plan are outlined in supporting documents that are developed and distributed by SCTL and PPDR.
7. Learning Plans are reviewed and approved by the Associate Dean responsible for the course offering. Associate Deans may meet with faculty/instructors as part of this approval process. Approval is indicated on the Learning Plan by the Associate Dean's signature.
8. Learning Plans and Course Outlines are uploaded and stored in the SLC repository.

MONITORING

POLICY REVISION DATE

September 2027

SPECIFIC LINKS