



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING
April 23, 2021 - 10:00 AM
Zoom

AGENDA

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Page

**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF UEC MINUTES**

4 - 8      **2.1. UEC draft minutes: March 26, 2021**

MOTION: To approve the draft minutes as presented.

**3. COURSES AND PROGRAMS**

9 - 10      **3.1. Arts**  
              Discontinuation: ARTS 100, 101, 201, 301

MOTION: To discontinue ARTS 100, 101, 201, and 301 as presented.

11 -      **3.2. Criminology and Criminal Justice**  
18        Changes including prerequisites: CRIM 403, 414

MOTION: To approve the CRIM course outlines as presented.

19 -      **3.3. Political Science**  
30        New course: POSC 321, Global Issues in Indigenous Politics  
              New course: POSC 324, Nationalism and Ethnic Politics  
              New course: POSC 325, Social and Environmental Justice in the Americas

MOTION: To approve the POSC course outlines as presented.

31 -      **3.4. Economics**  
34        Change to program requirements: Economics major

MOTION: To approve the changes to the Economics major program requirements as presented, effective September 2021.

35 -      **3.5. Health Studies**

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Changes including prerequisites: DENT 133, 135, 141, 142, 143  
Changes including prerequisites, corequisites, and credits: DENT 138  
Changes including prerequisites and credits: DENT 140, 144, 148  
Changes including prerequisites, corequisites, total hours, and course number:  
DENT 154 (formerly DENT 152B)  
Changes including prerequisites, credits, and total hours: DENT 162  
Discontinuation: DENT 139, 149

Changes to entrance and program requirements: Certified Dental Assistant certificate

MOTION: To approve the DENT course outlines as presented.

MOTION: To approve the discontinuation of DENT 139 and 149 as presented.

MOTION: To recommend the changes to the Certified Dental Assistant entrance requirements as presented, effective January 2022.

MOTION: To approve the changes to the Certified Dental Assistant program requirements as presented, effective September 2021.

MOTION: To approve the changes to the Certified Dental Assistant certificate program continuance as presented, effective September 2021.

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111

### **3.6. Communications**

Review with changes including prerequisites: CMNS 145  
Review with changes including title and prerequisites: CMNS 375  
Review with changes including title, prerequisites, credits, and total hours:  
CMNS 480/MACS 480  
Discontinuation: CMNS 376

Changes to program requirements: Communications minor  
Change to graduation requirements: Professional Communication Essentials associate certificate

MOTION: To approve the CMNS course outlines as presented.

MOTION: To approve the discontinuation of CMNS 376 as presented.

MOTION: To approve the changes to the Communications minor program requirements as presented, effective September 2021.

MOTION: To recommend the changes to the Professional Communication Essentials associate certificate as presented, effective January 2022.

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### **3.7. Modern Languages**

Availability outside the Bachelor of Arts: Spanish Language and Culture minor

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New program: Punjabi Intermediate Proficiency associate certificate

MOTION: To approve the availability of the Spanish Language and Culture minor in other degrees, retroactive to September 2020.

MOTION: To approve the Punjabi Intermediate Proficiency associate certificate as presented, effective September 2021.

#### **4. OTHER BUSINESS/DISCUSSION ITEMS**

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##### **4.1. Undergraduate Directed Studies, Special Topics, and Independent Studies policy (207)**

MOTION: To recommend the revisions to Policy 207 as presented.

##### **4.2. APPC report**

##### **4.3. Senate report**

##### **4.4. Senate Teaching and Learning Committee report**

##### **4.5. Policy Subcommittee report**

#### **5. INFORMATION ITEMS**

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149

##### **5.1. Revised templates for non-degree program proposals**

150

##### **5.2. Voting procedure for virtual meetings**

##### **5.3. Program discontinued: Substance Abuse Counselling certificate**

#### **6. ADJOURNMENT**



## **UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING**

March 26, 2021  
10:00 AM - A225  
Abbotsford Campus

### **DRAFT MINUTES**

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**PRESENT:** Donna Alary, Adrianna Bakos, Sue Brigden, Carl Janzen, Bobby Jaswal, David Johnston, Gilmour Jope, Bruce Kirkley, Rashad Mammadov, David McGuire, Linda Pardy, Samantha Patridge, Teresa Arroliga-Piper, Sven Van de Wetering, and Martin Warkentin  
**ABSENT:** Vlad Dvoracek, Garry Fehr, Peter Geller, Kelly Guiaya, Shirley Hardman, Claire Hay, Amber Johnston, Elaine Newman, Tripat Sandhu, and Shelley Stefan  
**GUESTS:** Anastasia Anderson, Anna Cook, Kevin deWolde, Karin Jager, Sarah Graham, Carolyn MacLaren, Christina Neigel, Stefania Pizzirani, Michelle Rhodes, Christine Slavik  
**RECORDER:** Amanda Grimson

#### **1. APPROVAL OF THE AGENDA**

#### **2. APPROVAL OF UEC MINUTES**

##### **2.1. UEC draft minutes: February 26, 2021**

**MOTION:**

To approve the draft minutes as presented.

CARRIED

#### **3. COURSES AND PROGRAMS**

##### **3.1. Child, Youth, and Family Studies**

Review with changes including prerequisites: ECE 132

**MOTION:**

To approve the ECE 132 course outline as amended:

- Details regarding assignment breakdown will be added to the evaluation section.

CARRIED

##### **3.2. Criminology and Criminal Justice**

Discontinuation: CRIM 401, 413, 415, 421

**MOTION:**

To approve the discontinuation of CRIM 401, 413, 415, and 421 as presented.

CARRIED

##### **3.3. Information Studies**

Review with changes including title and total hours: LIBT 235

**MOTION:**

To approve the LIBT 235 course outline as amended:

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- Details regarding assignment breakdown will be added to the evaluation section.

CARRIED

**3.4. Philosophy**

Review with changes including title: PHIL 110

New course: PHIL 365, Teaching Children Philosophy

**MOTION:**

To approve the PHIL course outlines as amended:

- PHIL 110 learning outcome #5 changed to "apply major theories in moral philosophy to specific practical moral issues".
- Details regarding assignments will be added to the evaluation section for both courses.

CARRIED

**3.5. Business**

Review with changes: BUS 143, 144, 145

New course: BUS ~~340~~-306, Strengths-Based Development

Review with change to prerequisites: BUS 349/ECON 349

Review with change including prerequisites: BUS 492

Changes to program requirements relating to BUS 143, 144, and 145: Business programs

- Bachelor of Business Administration
- Accounting major
- Finance major
- Human Resource Management major
- Marketing major
- Business Administration (Aviation) diploma
- BBA (Aviation)
- Business minor
- Administration certificate
- Business Administration diploma
- International Business major

Addition of BUS ~~340~~-306: Human Resource Management major and Organizational Studies minor

**MOTION:**

To approve the BUS course outlines as amended:

- Details regarding assignment breakdown will be added to the evaluation section for courses where the assignments are 50% or greater.

CARRIED

**MOTION:**

To approve the changes to the Business programs relating to BUS 143, 144, and 145 as presented, effective September 2021.

CARRIED

**MOTION:**

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To approve the addition of BUS 310 to the Human Resource Management major and Organizational Studies minor as presented, effective September 2021.  
CARRIED

**3.6. Creative Arts**

Changes to program requirements: Bachelor of Media Arts

**MOTION:**

To approve the changes to the Bachelor of Media Arts as presented, effective September 2021.  
CARRIED

**3.7. Graphic and Digital Design**

Change to program requirements: Graphic and Digital Design major

This change will not apply to students currently in the program, or for students admitted to Fall 2021?

**MOTION:**

To approve the change to the Graphic and Digital Design major as presented, effective September 2021.  
CARRIED

**3.8. Environmental Studies**

Changes to program requirements: Bachelor of Environmental Studies (Natural Sciences)

New program: Environmental Studies minor

**MOTION:**

To approve the changes to the Bachelor of Environmental Studies (Natural Sciences) as amended, effective September 2021:

- IDS 300F will be included as a note rather than listed as presented: "Note: Students with credit for IDS 300F may also use that course to meet this requirement."

CARRIED

**MOTION:**

To recommend the new Environmental Studies minor as presented.  
CARRIED

**3.9. Integrated Studies**

Changes to program requirements: Bachelor of Integrated Studies

Changes to program requirements: General Studies diploma

**MOTION:**

To approve the changes to the Bachelor of Integrated Studies as presented, effective September 2021.  
CARRIED

**MOTION:**

To approve the changes to the General Studies diploma as presented, effective September 2021.

CARRIED

**3.10. Continuing Education**

New program: Civic Governance and Innovation certificate

New course: CIVI 200, Evidence-Based Decision Making

New course: CIVI 202, Civic Governance in British Columbia and the Fraser Valley

New course: CIVI 302, Changemaking in Local Government Systems

New course: CIVI 311, How Cities Work

New course: CIVI 312, Risk Tolerance and Capacity Building in Local Governance

New course: CIVI 400, Capstone Project in Civic Governance and Innovation

**MOTION:**

To recommend the new Civic Governance and Innovation certificate as presented.

CARRIED

**MOTION:**

To approve the new course code CIVI (Civic Studies).

CARRIED

**MOTION:**

To approve the new CIVI course outlines as presented.

CARRIED; ABSTENTION: 1

**3.11. Admissions**

Change to calendar information and regulations: Visiting Students

**MOTION:**

To approve the revisions to Visiting Student regulations as amended:

- Addition of: "Admission as a visiting student may be limited for programs with additional entry and continuance requirements and for high school courses."

CARRIED

**4. OTHER BUSINESS/DISCUSSION ITEMS**

**4.1. Annual review: UEC Terms of Reference**

No revisions are needed at this point. Student participation on UEC has been a challenge, and should be addressed institution-wide.

**4.2. APPC report**

Discontinuation of the Substance Abuse Counselling certificate is being discussed.

**4.3. Senate report**

Submitted items have been approved.

**5. INFORMATION ITEMS**

**5.1. Minor course changes** (outlines will be available at  
[www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines))  
SOWK 110

**5.2. Arts**  
Change to program requirements: Bachelor of Arts

**5.3. Admissions**  
Creation of admission category: Open Studies

Based on feedback received by the Registrar, this proposal will not go forward at this time.

**6. ADJOURNMENT**

The meeting was adjourned at 11:41 am.



**Memo for Course Changes**

To: Linda Pardy

From: Jennifer Browne

Date: February 22 2021

**Subject: Proposal for revision of (ARTS 100, 101, 201, 301)**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: **these courses aren't being offered anymore. ARTS 100 was a pilot course first offered in 2007 to 2009, and then offered again between 2012-13. It was last offered in 2013. It has not been offered again. ARTS 101,201, 301 were "portfolio" courses designed for the "new" BA in 2017. They were discontinued, and ARTS 299 and PORT 399 were created instead to address the expressed needs of students.**

- 3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):
- 4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **No.**
- 5. Which program areas have been consulted about the change(s)?
- 6. What consideration has been given to indigenizing the curriculum?
- 7. If this course is not eligible for PLAR, explain why:
- 8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
10. Estimate of the typical costs for this course, including textbooks and other materials:

**Memo for Course Changes**

To: Linda Pardy, College of Arts Curriculum Committee Chair  
From: Zina Lee, Director of the School of Criminology and Criminal Justice  
Date: February 23, 2021  
Subject: **Proposal for Revision of CRIM 403**

1. Summary of changes (select all that apply):
  - ☐ Six-year review
  - ☐ Number and/or course code
  - ☐ Credits and/or total hours
  - ☐ Title
  - ☒ Calendar description
  - ☒ Prerequisites and/or co-requisites
  - ☐ Frequency of course offering
  - ☒ Learning outcomes
  - ☐ Delivery methods and/or texts and resource materials
  - ☐ PLAR options, grading system, and/or evaluation methods
  - ☐ Discontinuation of course
  - ☐ Other – Please specify:
2. Rationale for change: The calendar description and learning outcomes have been revised to better reflect the focus and purpose of the course. The prerequisites have been revised to encourage enrollment of students from other disciplines who may have an interest in the course.
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): N/A
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? N/A
5. Which program areas have been consulted about the change(s)? N/A
6. What consideration has been given to indigenizing the curriculum? N/A
7. If this course is not eligible for PLAR, explain why:
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: N/A
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A

10. Estimate of the typical costs for this course, including textbooks and other materials: N/A



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 2015  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): September 2024  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 403                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Advanced Studies in Youth Crime and Justice<br><b>Course Short Title:</b> Adv Studies in Youth Crime<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> Criminology & Criminal Justice                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Provides students with a developmental perspective on serious and violent youth offending, examines specific forms of serious and violent crime by youth, and analyzes the role of the criminal justice system and community agencies in mitigating risk.                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | 60 university-level credits, including CRIM 210 and six additional credits of 100- or 200-level CRIM.                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                              |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 45        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Zina Lee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Explain current crime and victimization trends among children and youth.
- Discuss the role of domestic legislation (e.g. the Youth Criminal Justice Act), policies (e.g. the Child, Family and Community Services Act), and international conventions (e.g. the United Nations Convention on the Rights of the Child) in preventing and intervening in youth offending and victimization.
- Apply a developmental perspective when discussing victimization of and offending by youth.
- Articulate theoretical explanations for specific forms of serious and violent offending.
- Analyze critically the challenges facing at-risk populations of youth generally and in particular, special populations of youth, including Indigenous youth, children in care, youth with mental illness, lesbian-gay-bisexual-transgendered-queer youth, and female youth.
- Identify innovative interdisciplinary non-justice and justice programs and policies to prevent and intervene in a variety of at-risk youth populations.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Seminar discussion, optional field trip

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)               | Title (article, book, journal, etc.)                                                                                                                                                  | Current ed.              | Publisher                   | Year |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------|------|
| 1. Alain, M. et al.                      | Implementing and working with the Youth Criminal Justice Act across Canada                                                                                                            | <input type="checkbox"/> | University of Toronto Press | 2016 |
| 2. Corrado, R.R. et al.                  | Serious and violent young offenders and youth criminal justice: A Canadian perspective                                                                                                | <input type="checkbox"/> | Simon Fraser University     | 2015 |
| 3. Representative for Children and Youth | Kids, crime and care. Health and well-being of children in care: Youth justice experiences and outcomes                                                                               | <input type="checkbox"/> | Province of BC              | 2009 |
| 4. United Nations General Assembly       | Convention on the rights of the child. Treaty series, 1577: 3. Available from <a href="http://www.refworld.org/docid/3ae6b38f0.html">http://www.refworld.org/docid/3ae6b38f0.html</a> | <input type="checkbox"/> |                             | 1989 |
| 5.                                       |                                                                                                                                                                                       | <input type="checkbox"/> |                             |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |               |      |
|----------------|-----|--------------|-----|-------------------|---|---------------|------|
| Final exam:    | 25% | Assignments: | 30% | Field experience: | % | Portfolio:    | %    |
| Midterm exam:  | 25% | Project:     | %   | Practicum:        | % | Presentation: | 20%  |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:        | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Week 1: Introduction to course and a review of youth crime trends and youth justice legislation, and domestic and international policies and conventions regarding children and youth  
 Week 2: Developmental and life course theories of youth offending; Career criminality  
 Week 3: Neurological development; Age and crime  
 Week 4: Childhood trauma; Addictions  
 Week 5: Indigenous youth  
 Week 6: Special populations of youth (e.g., homeless youth; LBGTQ+; children in care)  
 Week 7: Midterm  
 Week 8: Conduct disorder and mental health  
 Week 9: Youth homicide  
 Week 10: Adolescent sex offenders  
 Week 11: Youth sexual exploitation and involvement in sex work  
 Week 12: Youth gangs and radicalization of youth  
 Week 13: Student presentations

**Memo for Course Changes**

To: Linda Pardy, College of Arts Curriculum Committee Chair  
From: Zina Lee, Director of the School of Criminology and Criminal Justice  
Date: February 23, 2021  
Subject: **Proposal for Revision of CRIM 414**

1. Summary of changes (select all that apply):
  - ☐ Six-year review
  - ☐ Number and/or course code
  - ☐ Credits and/or total hours
  - ☐ Title
  - ☐ Calendar description
  - ☒ Prerequisites and/or co-requisites
  - ☐ Frequency of course offering
  - ☐ Learning outcomes
  - ☐ Delivery methods and/or texts and resource materials
  - ☐ PLAR options, grading system, and/or evaluation methods
  - ☐ Discontinuation of course
  - ☐ Other – Please specify:
2. Rationale for change: The prerequisites have been revised to be more consistent with other upper-level, specialty topic courses and so that students are better prepared to succeed in the course.
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): N/A
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? N/A
5. Which program areas have been consulted about the change(s)? N/A
6. What consideration has been given to indigenizing the curriculum? N/A
7. If this course is not eligible for PLAR, explain why:
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: N/A
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A
10. Estimate of the typical costs for this course, including textbooks and other materials: N/A

**CWC comment and response:**

- Can the rationale be more specific regarding how this will help students to be more successful in this course?

*CRIM 252 (Corrections in Canada) is an introductory course that covers “the history of correctional systems in Canada, as well as the current theory and practices of corrections,” which are important foundational knowledge for success in CRIM 414 (Intervention Techniques in Corrections).*





ORIGINAL COURSE IMPLEMENTATION DATE: September 1992  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): January 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CRIM 414                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Intervention Techniques in Corrections<br><b>Course Short Title:</b> Correctional Interventions<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department (or program if no department):</b> Criminology & Criminal Justice                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Examines the techniques that corrections personnel and associated professionals use to change criminal behaviour and reduce recidivism. Intervention techniques include counselling, therapy, and behaviour modification. Evidence of effectiveness of various intervention techniques for different types of offenders will be discussed.                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | 60 university-level credits including CRIM 100, CRIM 103, and three additional credits of 100- or 200-level CRIM.<br>Note: As of September 2022, prerequisites will change to: 60 university-level credits including CRIM 252 and six additional credits of 100- or 200-level CRIM.                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 45        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Maximum enrolment (for information only):</b> 27<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Zina Lee                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

CRIM 414

University of the Fraser Valley Official Undergraduate Course Outline

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## Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Explain the importance and relevance of designing intervention techniques to use with incarcerated populations.
- Discuss the theoretical foundations of intervention techniques.
- Explain the role and methods of offender assessment.
- Articulate different intervention techniques used in corrections.
- Articulate new and innovative approaches to rehabilitating incarcerated offenders.
- Explain the unique needs of subgroups of offender populations, including females and Indigenous offenders.
- Critically review the effectiveness of intervention techniques for different groups of offenders.

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

## Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Class lectures and discussions.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

|    | Author (surname, initials)           | Title (article, book, journal, etc.)                                                          | Current ed.              | Publisher       | Year |
|----|--------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------|-----------------|------|
| 1. | Craig, L., Dixon, L., & Gannon, T.A. | What works in offender rehabilitation: An evidence-based approach to assessment and treatment | <input type="checkbox"/> | Wiley-Blackwell | 2013 |
| 2. |                                      |                                                                                               | <input type="checkbox"/> |                 |      |
| 3. |                                      |                                                                                               | <input type="checkbox"/> |                 |      |
| 4. |                                      |                                                                                               | <input type="checkbox"/> |                 |      |
| 5. |                                      |                                                                                               | <input type="checkbox"/> |                 |      |

## Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

## Typical Evaluation Methods and Weighting

|                |     |              |     |                   |   |               |      |
|----------------|-----|--------------|-----|-------------------|---|---------------|------|
| Final exam:    | 30% | Assignments: | 35% | Field experience: | % | Portfolio:    | %    |
| Midterm exam:  | 20% | Project:     | %   | Practicum:        | % | Presentation: | 15%  |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:        | 100% |

## Details (if necessary):

## Typical Course Content and Topics

Week 1: Introduction and course overview  
 Week 2: Historical overview of corrections  
 Week 3: Principles of risk, need, and responsivity; Trauma-informed practice  
 Week 4: Theoretical foundations and offender assessment  
 Week 5: The helper role and cognitive behavioural therapy-based approaches  
 Week 6: Midterm  
 Week 7: Programs and interventions; Reintegration  
 Week 8: Interventions for sexual offenders  
 Week 9: Cultural factors in corrections; Working with Indigenous offenders  
 Week 10: Working with female offenders and justice-involved youth  
 Week 11: Multi-agency and integrative approaches; specialized courts  
 Week 12: Innovative programs  
 Week 13: Student presentations

**Memo for New Course**

To: CACC

From: Chantelle Marlor, Head of POSC

Date: Jan 27, 2021

**Subject: Proposal for new course (POSC 321: Global Issues in Indigenous Politics)**

1. **Rationale for new course:** This course adds diversity to the existing POSC 3<sup>rd</sup> year course roster. This course provides students with an opportunity to learn about global Indigenous issues from a political science perspective. The course includes assignments that develop scholarly writing skills. These assignments allow students to think about different ways of knowing and help to prepare students for academic study and for careers or activism beyond the university.
2. **How this new course fits into program(s):** It will serve as an elective for the Political Science major, Political Science extended minor and Political Science minor, as well as an option for students taking their BA or BIS.

***Note:** Adding this course to a program will usually require a program change request.*

3. **Explain how the course learning outcomes align with the learning outcomes of the program(s):**  
This course provides students with an opportunity to enhance their skills and understanding of comparative politics, a key area in Political Science and a desired part of UFV's Political Science programs but one that is not currently well represented in POSC course options. This is a key difference from existing POSC courses. Regardless, the course also builds the general set of skills in all the Political Science courses, which include: students learning to differentiate between opinion and informed argument; to identify credible sources of information; to read, understand and analyze long and complex scholarly literature, and; to write both effective and complex written and oral communication. It also clearly aligns with Indigenizing initiatives at the university.
4. **Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?**  
This course is not required by any program outside of Political Science. It is not expected to affect any other program area negatively. It will likely be of interest to students in other areas, however, like Latin America Studies, Indigenous Studies, Global Development Studies, Sociology, Geography, and Anthropology. For example, it will be of interest to Indigenous Studies students because it focuses on Indigenous politics at a global scale. It will be of interest to Global Development Studies students because Indigenous Politics is often closely related to questions and issues related to development (and, in fact, this is one of the explicit learning outcomes for the course).
5. **Which program areas have been consulted about the course?** GDS has been consulted. Further discussion about how to include this course in the GDS program is underway.
6. **If a new discipline designation is required, explain why:** n/a

7. What consideration has been given to indigenizing the curriculum? This course focuses entirely on global Indigenous politics. One course explicitly involves integrating Indigenous voices, knowledge, and research methods and reflecting on how this plays out in relation to Indigenous studies of Indigenous politics. This will be accomplished through readings, video presentations, and possible guest speakers who are Indigenous, as well as other course content that brings in and reflects Indigenous voices.
8. If this course is not eligible for PLAR, explain why: n/a
9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

The credit value is consistent with other upper-level Political Science courses and class sizes.

There are no additional resources required for this course. The frequency is set at every second year to increase student enrollments in the course and to ensure that students are provided with diversity in terms of course options. Political Science students need a balanced offering of courses in all areas of political science and this course helps to provide this balance. There is therefore no new budget considerations (her position is already covered as part of the general operating budget of Political Science), but a variety of good reasons for these courses to be created.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? No
11. Estimate of the typical costs for this course, including textbooks and other materials: less than \$200



ORIGINAL COURSE IMPLEMENTATION DATE: January 2022  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|---|-----------------------------|---|--------------------------------------------------------------|---|------------------------------|---|------------------------|---|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> POSC 321                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Global Issues in Indigenous Politics<br><b>Course Short Title:</b> Global Indigenous Politics<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Department (or program if no department):</b> Political Science                                                                                                                                                                                                                                                                                                      |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Examines how Indigenous Peoples built the global Indigenous rights movement by studying Indigenous politics from the point of view of Indigenous Peoples. Covers topics including international law and Indigenous Peoples; colonialism, genocide, and state violence; Indigenous lands, self-governance, and autonomy; and gender and sexuality in Indigenous politics.                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | 45 university-level credits, including either 3 credits of POSC or one of the following: ANTH 211, ANTH 220/GDS 220, HIST 102, HIST 161/LAS 161, IPK 102, IPK 202, or LAS 200/SOC 200.                                                                                                                                                                                  |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Supervised online activities</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Other contact hours: 0</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 45 | Tutorials/workshops | 0 | Supervised laboratory hours | 0 | Experiential (field experience, practicum, internship, etc.) | 0 | Supervised online activities | 0 | Other contact hours: 0 | 0 | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 45        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| Other contact hours: 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Maximum enrolment (for information only):</b> 28<br><b>Expected Frequency of Course Offerings:</b> Every other year                                                                                                                                                                                                                                                  |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Fiona MacDonald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> December 3, 2020                                                                                                                                                                                                                                                                                                                                  |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                                   |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                                  |    |                     |   |                             |   |                                                              |   |                              |   |                        |   |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Recognize how Indigenous politics reflect regional and global understandings of Indigeneity and Indigenous rights.
- Explain the development and impact of international legal instruments for Indigenous rights, including ILO 169 and UNDRIP, on how states interact with Indigenous Peoples and how Indigenous Peoples use these legal instruments.
- Analyze Indigenous activism in different world regions.
- Explain key concepts including: autonomy, self-governance, Indigeneity, peoplehood, territory, treaties, colonialism, ethnicity, racism, assimilation, and resurgence.
- Integrate Indigenous voices, knowledge, and research methods to their own study of Indigenous politics.
- Discuss the contributions and impact of major scholars of Indigenous politics.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Methods of instruction will vary but will typically include: lectures, classroom discussion, audio and video presentations, and may include guest speakers.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

|    | Author (surname, initials)                       | Title (article, book, journal, etc.)                                                                                  | Current ed.                         | Publisher              | Year |
|----|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------|------|
| 1. | Starblanket, G., D. Long, & O. P. Dickason, eds. | Visions of the Heart: Issues Involving Indigenous Peoples in Canada                                                   | <input checked="" type="checkbox"/> | Oxford Univ. Press     | 2020 |
| 2. | Nikolakis, W., S. Cornell, & H. Nelson, eds.     | Reclaiming Indigenous Governance: Reflections and Insights from Australia, Canada, New Zealand, and the United States | <input type="checkbox"/>            | Univ. of Arizona Press | 2019 |
| 3. | Lightfoot, S.                                    | Global Indigenous Politics: A Subtle Revolution                                                                       | <input type="checkbox"/>            | Routledge              | 2018 |
| 4. | Andersen, C. & J. M. O'Brien, eds.               | Sources and Methods in Indigenous Studies                                                                             | <input type="checkbox"/>            | Routledge              | 2017 |
| 5. | Altamirano-Jiménez, I.                           | Indigenous Encounters with Neoliberalism: Place, Women, and the Environment in Canada and Mexico                      | <input type="checkbox"/>            | UBC Press              | 2014 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

None

**Typical Evaluation Methods and Weighting**

|             |   |              |     |             |     |        |      |
|-------------|---|--------------|-----|-------------|-----|--------|------|
| Final exam: | % | Assignments: | 85% | Discussion: | 15% | Total: | 100% |
|-------------|---|--------------|-----|-------------|-----|--------|------|

**Details:**

|                                 |     |
|---------------------------------|-----|
| Seminar discussion              | 10% |
| Photovoice about positionality  | 15% |
| Citation skills assignment      | 5%  |
| Policy paper proposal           | 5%  |
| Policy paper                    | 20% |
| Comparative paper proposal      | 5%  |
| Comparative paper               | 20% |
| Podcast, video, or visual essay | 20% |

**Typical Course Content and Topics:**

- Introduction to global issues in Indigenous rights and activism
- Indigenous Peoples and politics in Canada
- Indigenous Peoples and politics in Latin America
- Indigenous Peoples and politics in Oceania and the United States
- Indigenous Peoples and politics in Europe, Africa, and Asia
- The United Nations and Indigenous activism
- International Indigenous activism and domestic legal change
- Indigenous territory, self-government, and autonomy
- Development, the environment, and Indigenous rights
- Crossing borders, Indigenous migrants and immigrants
- Gender and sexuality in Indigenous politics
- Indigenous activism and Indigenous resurgence
- Discussion and conclusions about global Indigenous politics

**Memo for New Course**

To: CACC

From: Chantelle Marlor, Head of POSC

Date: Feb 22, 2021

**Subject: Proposal for new course (POSC 324: Nationalism and Ethnic Politics)**

1. Rationale for new course: This course adds diversity to the existing POSC 3<sup>rd</sup> year course roster. This course provides students with an opportunity to learn in-depth about ethnic and national politics from a different angle than provided in other existing Political Science courses (e.g. POSC 332: The Politics of Multiculturalism); this course takes a purposefully international and comparative gaze. Given the importance of nationalist movements and how ethnic politics plays out through this political structure, this topic represents an important opportunity for students to engage in learning about relevant global issues. This course uses a variety of assignments to allow students to develop research and communication skills for scholarly and popular audiences.
2. How this new course fits into program(s): It will serve as an elective for the Political Science major, Political Science extended minor and Political Science minor, as well as an option for students taking their BA or BIS.

*Note: Adding this course to a program will usually require a program change request.*

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):  
This course provides students with an opportunity to enhance their skills and understanding of comparative politics. Comparative politics is one of the key areas in the discipline of Political Science, but there are very few course offerings at UFV that focus on comparative politics. This course is designed to include comparative politics into the Political Science programming more explicitly. It also builds the general set of skills in all the Political Science courses, which include: students learning to differentiate between opinion and informed argument; to identify credible sources of information; to read, understand and analyze long and complex scholarly literature, and; to write both effective and complex written and oral communication.
4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?  
This course is not required by any program outside of Political Science. It is not expected to affect any other program area negatively. It will likely be of interest to students in other areas, however, like Latin America Studies, Global Development Studies, Sociology, Geography, and Anthropology.
5. Which program areas have been consulted about the course? GDS has been consulted. Further discussion about how to include this course in the GDS program is underway.
6. If a new discipline designation is required, explain why: n/a

7. What consideration has been given to indigenizing the curriculum? This course prominently features discussions about racially marginalized populations, including many Indigenous communities.
8. If this course is not eligible for PLAR, explain why: n/a
9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

The credit value is consistent with other upper-level Political Science courses and class sizes.

There are no additional resources required for this course. The frequency is set at every second year to increase student enrollments in the course and to ensure that students are provided with diversity in terms of course options. Political Science students need a balanced offering of courses in all areas of political science and this course helps to provide this balance. There is therefore no new budget considerations (her position is already covered as part of the general operating budget of Political Science), but a variety of good reasons for these courses to be created.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? No
11. Estimate of the typical costs for this course, including textbooks and other materials: less than \$200





ORIGINAL COURSE IMPLEMENTATION DATE: January 2022  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|---|-----------------------------|---|--------------------------------------------------------------|---|------------------------------|---|----------------------|---|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> POSC 324                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Nationalism and Ethnic Politics<br><b>Course Short Title:</b> Nationalism and Ethnic Politics<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Department (or program if no department):</b> Political Science                                                                                                                                                                                                                                                                              |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Examines how nationalism and ethnic divisions become salient politically. Introduces the major theoretical approaches in political science to the study of nationalism, ethnic identification, and ethnic politics. Covers topics including nationalism, ethnicity, Indigeneity and politics, race and racism, populism, separatist movements, and theories of ethnic accommodation.                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | 45 university-level credits, including either 3 credits of POSC or one of the following: ANTH 220/GDS 220, ANTH 270/SOC 270, HIST 102, HIST 161/LAS 161, IPK 202, PHIL 110, or SOC 270.                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | NONE                                                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>45</td> </tr> <tr> <td>Tutorials/workshops</td> <td>0</td> </tr> <tr> <td>Supervised laboratory hours</td> <td>0</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td>0</td> </tr> <tr> <td>Supervised online activities</td> <td>0</td> </tr> <tr> <td>Other contact hours:</td> <td>0</td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 45 | Tutorials/workshops | 0 | Supervised laboratory hours | 0 | Experiential (field experience, practicum, internship, etc.) | 0 | Supervised online activities | 0 | Other contact hours: | 0 | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 45        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0         |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 0         |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0         |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0         |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0         |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Maximum enrolment (for information only):</b> 28<br><b>Expected Frequency of Course Offerings:</b> Every other year                                                                                                                                                                                                                          |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Fiona MacDonald                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> December 3, 2020                                                                                                                                                                                                                                                                                                          |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                            |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                           |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                          |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |

POSC 324

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Explain specific theories of nationalism and ethnic politics.
- Analyze empirical cases using theories of nationalism.
- Assess the contributions of prominent scholars of nationalism and ethnic politics to the field.
- Apply theories from social psychology about group formation and mobilization to nationalism and ethnic politics.
- Explain concepts including: nationalism, ethnicity, populism, states, peoples, race and racism, Indigeneity, autonomy, and sovereignty.
- Compare the approaches that political actors have taken to address ethnic politics in different states.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Methods of instruction will include: lectures, class discussion, and video and audio materials.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)         | Title (article, book, journal, etc.)                                                      | Current ed.              | Publisher             | Year |
|------------------------------------|-------------------------------------------------------------------------------------------|--------------------------|-----------------------|------|
| 1. Hooker, J., ed.                 | Black and Indigenous Resistance in the Americas: From Multiculturalism to Racist Backlash | <input type="checkbox"/> | Lexington Books       | 2020 |
| 2. Jost, J. T.                     | A Theory of System Justification                                                          | <input type="checkbox"/> | Harvard Univ. Press   | 2020 |
| 3. Hutchinson, J. & A. Smith, eds. | Nationalism                                                                               | <input type="checkbox"/> | Oxford Univ. Press    | 1994 |
| 4. Chandra, K., ed.                | Constructivist Theories of Ethnic Politics                                                | <input type="checkbox"/> | Oxford Univ. Press    | 2012 |
| 5. Madrid, R.                      | The Rise of Ethnic Politics in Latin America                                              | <input type="checkbox"/> | Cambridge Univ. Press | 2012 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

None

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |             |      |
|----------------|-----|--------------|-----|-------------------|---|-------------|------|
| Final exam:    | %   | Assignments: | 70% | Field experience: | % | Portfolio:  | %    |
| Midterm exam:  | 20% | Project:     | %   | Practicum:        | % | Discussion: | 10%  |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:      | 100% |

**Details:**

|                                   |     |
|-----------------------------------|-----|
| Seminar discussion                | 10% |
| Citations skills assignment       | 5%  |
| Photovoice about positionality    | 10% |
| Theory and issues exam            | 20% |
| Research question                 | 5%  |
| Research paper thesis and plan    | 10% |
| Research exhibit and presentation | 15% |
| Research paper                    | 25% |

**Typical Course Content and Topics**

- Introduction to nationalism and ethnic politics
- Theories of nationalism
- Diversity and nationalism
- Group divisions and ethnic identity formation
- The social psychology of groups and mobilization
- Populism and ethnic parties
- Models of nationhood
- Indigenous politics
- Race, ethnicity, and electoral politics in democracies
- Ethnic-based violence
- Peacebuilding and reconciliation
- Gender and ethnicity; intersectional politics
- Discussion and conclusions about the political salience of ethnicity and nationalism

**Memo for New Course**

To: CACC

From: Chantelle Marlor, Head of POSC

Date: Feb 22, 2021

**Subject: Proposal for new course (POSC 325: Social and Environmental Justice in the Americas)**

1. **Rationale for new course:** This course adds diversity to the existing POSC 3<sup>rd</sup> year course roster. This course provides students with an opportunity to learn about both social and environmental inequities in a broad geographic region, while also imposing geographic boundaries that allow for in-depth comparisons of the political dynamics that lead to the various cases and situations discussed. The course includes assignments that develop skills in scholarly writing and in communicating information to other audiences that prepare students for academic study and for careers or activism beyond the university. While other courses currently exist in relation to social and environmental justice, this is the only course that provides this particular combination of breadth and depth for this region.

2. **How this new course fits into program(s):** It will serve as an elective for the Political Science major, Political Science extended minor and Political Science minor, as well as an option for students taking their BA or BIS.

***Note:** Adding this course to a program will usually require a program change request.*

3. **Explain how the course learning outcomes align with the learning outcomes of the program(s):**

This course provides students with an opportunity to enhance their skills and understanding of comparative politics—a key area in Political Science but one that is under-represented in existing UFV Political Science programming. In doing so, the course will also build on the general set of skills in all the Political Science courses, which include: students learning to differentiate between opinion and informed argument; to identify credible sources of information; to read, understand and analyze long and complex scholarly literature, and; to write both effective and complex written and oral communication.

4. **Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?**

This course is not required by any program outside of Political Science. It is not expected to affect any other program area negatively. It will likely be of interest to students in other areas, however, like Latin America Studies, Global Development Studies, Sociology, Geography, and Anthropology. For example, Latin American Studies students will be interested in hearing about environmental issues related to Latin America and seeing how Latin American figures into the wider political context of the Americas. Geography and Sociology students will be interested, because the course allows them to learn about environmental justice (a topic of relevance to both geography and sociology) in a comparative manner, through the lens of political science. As such, it expands upon

their opportunities beyond their home disciplines while addressing a topic that is of direct interest to them.

5. Which program areas have been consulted about the course? GDS has been consulted.
6. If a new discipline designation is required, explain why: n/a
7. What consideration has been given to indigenizing the curriculum? This course prominently features cases specific to Indigenous peoples of the Americas.
8. If this course is not eligible for PLAR, explain why: n/a
9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

There are no additional resources required for this course. The frequency is set at every second year to increase student enrollments in the course and to ensure that students are provided with diversity in terms of course options. Political Science students need a balanced offering of courses in all areas of political science and this course helps to provide this balance. There is therefore no new budget considerations (her position is already covered as part of the general operating budget of Political Science), but a variety of good reasons for these courses to be created.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? No
11. Estimate of the typical costs for this course, including textbooks and other materials: less than \$200



ORIGINAL COURSE IMPLEMENTATION DATE: January 2022  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|---|-----------------------------|---|--------------------------------------------------------------|---|------------------------------|---|----------------------|---|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> POSC 325                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Social and Environmental Justice in the Americas<br><b>Course Short Title:</b> Social and Environmental Justice<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Department (or program if no department):</b> Political Science                                                                                                                                                                                                                                                                                                      |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Explores how countries in the Americas address social and environmental justice. Examines how Canada, the United States, Latin American, and Caribbean countries have dealt with complex political challenges, including public health, poverty, inequality, and environmental protection.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | 45 university-level credits, including either 3 credits of POSC or one of the following: ANTH 220/GDS 220, ANTH 268, HIST 102, HIST 161/LAS 161, IPK 202, LAS 200/SOC 200, SOC 210, SOC 250/GDS 250, SOC 265, or SOC 280.                                                                                                                                               |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Supervised online activities</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Other contact hours:</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 45 | Tutorials/workshops | 0 | Supervised laboratory hours | 0 | Experiential (field experience, practicum, internship, etc.) | 0 | Supervised online activities | 0 | Other contact hours: | 0 | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 0         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Maximum enrolment (for information only):</b> 28<br><b>Expected Frequency of Course Offerings:</b> Every other year                                                                                                                                                                                                                                                  |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Fiona MacDonald                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> December 3, 2020                                                                                                                                                                                                                                                                                                                                  |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                                                    |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                                   |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                                  |    |                     |   |                             |   |                                                              |   |                              |   |                      |   |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Compare patterns of political and economic development, social equity, and the rule of law across countries in the Americas.
- Analyze critically the concepts of social justice, environmental justice, public health, development, and security.
- Compare how political institutions impact public policy in different countries.
- Explain how North-South relationships shape the region of the Americas.
- Critique prominent scholarship about social equity and environmental politics.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Methods of instruction will include, lectures, seminar discussion, video and audio materials, and the use of map and statistics.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

|    | Author (surname, initials)                 | Title (article, book, journal, etc.)                                                         | Current ed.                         | Publisher                     | Year |
|----|--------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------|------|
| 1. | Burnell, P., L. Rakner, & V. Randall, eds. | Politics in the Developing World                                                             | <input checked="" type="checkbox"/> | Oxford Univ. Press            | 2017 |
| 2. | Milanovic, B.                              | Global Inequality: A New Approach for the Age of Globalization                               | <input type="checkbox"/>            | Harvard Univ. Press           | 2016 |
| 3. | Waldron, I.                                | There's Something in the Water: Environmental Racism in Indigenous & Black Communities       | <input type="checkbox"/>            | Fernwood Publishing           | 2018 |
| 4. | Speed, S.                                  | Incarcerated Stories: Indigenous Women Migrants and Violence in the Settler-Capitalist State | <input type="checkbox"/>            | Univ. of North Carolina Press | 2019 |
| 5. | Arce, M.                                   | Resource Extraction and Protest in Peru                                                      | <input type="checkbox"/>            | Univ. of Pittsburgh Press     | 2014 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

None

**Typical Evaluation Methods and Weighting**

|                |    |              |     |                   |   |             |      |
|----------------|----|--------------|-----|-------------------|---|-------------|------|
| Final exam:    | %  | Assignments: | 85% | Field experience: | % | Portfolio:  | %    |
| Midterm exam:  | %  | Project:     | %   | Practicum:        | % | Discussion: | 10%  |
| Quizzes/tests: | 5% | Lab work:    | %   | Shop work:        | % | Total:      | 100% |

**Details:**

|                                 |     |
|---------------------------------|-----|
| Seminar discussion              | 10% |
| Photovoice about positionality  | 10% |
| Citation skills assignment      | 5%  |
| Map quiz                        | 5%  |
| Comparative paper proposal      | 5%  |
| Comparative paper               | 20% |
| Policy paper proposal           | 5%  |
| Policy paper                    | 20% |
| Podcast, video, or visual essay | 20% |

**Typical Course Content and Topics:**

- Introduction to social and environmental issues and equity in the Americas
- Canada and the United States
- Mexico and Central America
- South America
- Caribbean Politics and regional integration
- Race, ethnicity, Indigeneity, gender, and intersectionality
- Political inequality
- Environmental politics
- Development and economic inequality
- Public health
- Migration
- Security
- Ways forward? Discussion and conclusions

**Memo for Program Changes**

To: College of Arts Curriculum Committee (CACC) / Undergraduate Education Committee (UEC)

From: Michael Maschek, Department Head, ECONOMICS

Date: March 31, 2021

**Subject: Program change (insert program title)**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s): The BBA program is having its required courses changed. In lieu of requiring both BUS 143 and BUS 144, students in business programs will now have the option to take BUS 145. They anticipate the number of BUS 143 sections scheduled to be reduced significantly. The prerequisites for BUS / ECON 349 are adapting to this change, allowing *either* BUS 143 or BUS 145. Both BUS 143 and BUS / ECON 349 are required courses in the ECON major program. As a result, the proposed change is to allow students to take *either* BUS 143 or BUS 145 as part of their lower-level required courses. The change will permit students easier access to the prerequisites for BUS / ECON 349 based on anticipated scheduling of these sections.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: N/A

4. What consideration has been given to indigenizing the curriculum? N/A

5. Will additional resources be required? If so, how will these costs be covered? N/A

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? N/A

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? There is no change to the number of elective courses in the program.

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) [N/A](#)
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. [The number of required elective courses from other disciplines in the program is not changing.](#)
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.



## Economics major

This section specifies only the requirements for the Economics major, which may be completed as an option in the [Bachelor of Arts](#) degree. Degree students must also ensure that all other degree requirements have been met, including the requirements for [declaring](#) a major. For students who are planning on completing this Arts major within their degree program, please check the BA [residency](#) section of the calendar for how many upper-level credits must be completed at UFV in order to graduate with this program.

### Lower-level requirements: 28–29 credits

#### Required courses

| Course            | Title                                    | Credits  |
|-------------------|------------------------------------------|----------|
| ECON 100          | Principles of Microeconomics             | 3        |
| ECON 101          | Principles of Macroeconomics             | 3        |
| STAT 106          | Statistics I                             | 4        |
| MATH 111          | Calculus I                               | 3–4      |
| or MATH 141       | Calculus for Business                    |          |
| BUS 143           | Introductory Financial Accounting I      | 3        |
| <b>or BUS 145</b> | <b>Introductory Financial Accounting</b> | <b>3</b> |
| BUS 249           | Introduction to Finance                  | 3        |
| BUS 226/ ECON 226 | Economics and Business Statistics        | 3        |

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#### Elective courses

In addition to the required courses listed above, students must complete six credits of 200-level ECON.

### Upper-level requirements: 30 credits

#### Required courses

| Course            | Title                                | Credits |
|-------------------|--------------------------------------|---------|
| ECON 307          | Managerial Economics                 | 3       |
| ECON 410          | Macroeconomics and Financial Markets | 3       |
| BUS 349/ ECON 349 | Financial Management I               | 3       |

#### Elective courses

In addition to the required courses listed above, students must complete 21 credits of upper-level ECON, which may include MATH 368.

Note: MATH 368 is not offered on a regular basis.

### **Course listings**

For complete details on courses see the [course descriptions](#) section.

**Memo for Course Changes**

To: Amber Johnston, Co-Chair FHSCC, Undergraduate Education Committee (UEC)

From: Karen Klenk – Program Coordinator, Certified Dental Assisting Program

Date: February 12, 2021

**Subject: Proposal for Revision of Winter and Summer Course Reviews (see Table 2 - Course Specific Revisions)**

1. Summary of changes (select all that apply):
  - ☐ Six-year review
  - ☒ Number and/or course code - **only applies to Dent 152B**
  - ☒ Credits and/or total hours – **overall credits will not change in the program. Some course credits have been adjusted to reflect minor content movement between courses and/or to more accurately reflect the hour/credit ratio in the CDA program (see Tables 1A & 1B – Changes to CDA Program Credit Standards winter and summer terms below)**
  - ☒ Title - **only applies to Dent 152B (Dent 154)**
  - ☒ Calendar description
  - ☐ Prerequisites and/or co-requisites
  - ☐ Frequency of course offering
  - ☒ Learning outcomes – **revisions to strengthen wording and description so they align with UFV guidelines**
  - ☐ Delivery methods and/or texts and resource materials
  - ☐ PLAR options, grading system, and/or evaluation methods
  - ☐ Discontinuation of course
  - ☒ Other – **Dent 141** - added new objectives/outcomes to reflect course content deficiencies identified.
  - ☒ **Note clinical courses (Dent 150, Dent 154 & Dent 162) and practicum courses (Dent 138 & Dent 148) have same course outcomes which is standard practice in health programs. These outcomes are leveled as students progress in the clinical and practicum course with the use of behavior indicators (see Table 3 - Levelling of Behavior Indicators)**
2. Rationale for change: **Proposed changes will follow the UFV course outline template and show improved alignment of course outlines with course content. Currently there are no UFV course outlines approved by UEC and listed in the calendar.**
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **Minor changes to clean up and update course learning outcomes to reflect UFV course outline guidelines. These updates to course learning outcomes still align with all CDA program outcomes, as well as reflect the ILO's and strategic outcomes of the institution.**
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **N/A**

5. Which program areas have been consulted about the change(s)? **The CDA program Curriculum Committee has ensured that all revisions to curriculum are in alignment with the program's licensing body, their accreditation body and the National Dental Assisting Examining Board. The program provides an annual update to the accreditation body each spring, but minor changes proposed in this memo do not warrant consultation prior to the next annual report.**
6. What consideration has been given to indigenizing the curriculum?
  - **Concepts around diversity, inclusivity, cultural humility and safety are threaded throughout the program.**
  - **CDA faculty are continuing to explore strategies and approaches to more fully indigenize the curriculum.**
  - **Inclusive language was considered with updates to course descriptions and course outcomes.**
7. If this course is not eligible for PLAR, explain why: **N/A as course completion is specific to UFV CDA program graduation requirements.**
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value: **minor movement of credits between several courses but does not impact/change the overall program hours or credits.**
  - b. Class size limit: **N/A**
  - c. Frequency of offering: **N/A**
  - d. Resources required (labs, equipment): **N/A**
9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **N/A**
10. Estimate of the typical costs for this course, including textbooks and other materials:  
**Approximate for the entire program:**
  - **Uniform (scrubs, shoes, safety glasses, lab coats, scrub caps, shoes) \$450**
  - **Supplies (Kilgore magnetic dental model & tooth preps) \$550**
  - **Textbooks/workbooks/ course packs \$900**

**Table 1A. Changes CDA Program Credit Standards**

| Winter Term Changes |         |
|---------------------|---------|
| Course Hours        | Credits |
| Dent 135 – 42 hrs   | 2.5     |
| Dent 133 – 18 hrs   | 1       |
| Dent 140 – 72 hrs   | 4       |
| Dent 142 – 27 hrs   | 1.5     |
| Dent 154 – 100 hrs  | 2       |
| Dent 138 – 120 hrs  | 2.5     |

**Table 1B. Changes CDA Program Credit Standards**

| Summer Term Changes |         |
|---------------------|---------|
| Course Hours        | Credits |
| Dent 141 – 24 hrs   | 1       |
| Dent 143 – 21 hrs   | 1       |
| Dent 144 – 42 hrs   | 2.5     |
| Dent 162 – 120 hrs  | 2.5     |
| Dent 148 – 120 hrs  | 2.5     |

**Theory Hours Range per credit:**

18 - 24 hrs = 1 credit  
 30 - 35 hrs = 1.5 credits  
 40 - 45 hrs = 2.5 credits  
 50 - 55 hrs = 3 credits  
 70 - 75 hrs = 4 credits

**Clinic and Practicum credit per hours:**

50 hrs = 1 credit

**Table 2. Course Specific Revisions**

| Course Code and Title                                                                                                                                                                                                                      | Revisions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DENT 133</b><br><b>Dental Office</b><br><b>Emergencies</b>                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Course Description updated</li> <li>• Clean up and update of Learning outcomes</li> <li>• New course outline to be implemented in winter of 2022</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DENT 135</b><br><b>Dental Radiography</b>                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Course description updated</li> <li>• Clean up and update of learning outcomes</li> <li>• New course outline to be implemented winter of 2022</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DENT 138</b><br><b>Practicum 1</b>                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• <b>Credits reduced from 3 credits to 2.5 credits</b></li> <li>• Minor reduction in credits to better align with the CDA Program Credit Standards</li> <li>• Clean up and update for course description</li> <li>• Clean up and update for learning outcomes</li> <li>• New course outline to be implemented in winter 2022</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>DENT 140 – Dental</b><br><b>Specialties</b><br><br><b>Sub-specialties</b><br>Oral Surgery (Dent 140E)<br>Orthodontic (Dent 140D)<br>Pediatric Dentistry<br>(Dent 140C)<br>Geriatric Dentistry<br>(Dent 140F)<br>Endodontics (Dent 140B) | <ul style="list-style-type: none"> <li>• <b>Credits increased from 3.5 credits to 4.0 credits</b></li> <li>• Minor increase in credits to reflect the course workload and to better align with the CDA Program Credit Standards.</li> <li>• Dent 140 has five dental specialty sub-sections (B-F) and currently there are five separate course outlines to reflect this. The updated Dent 140 course outline combines these sub-specialties. For easier reading and reference of changes/updates a clean copy of the new Dent 140 course outline has been included as well as copy of each original sub-specialty course outline.</li> <li>• Course description updated</li> <li>• Learning outcomes cleaned up and updated</li> <li>• New course outline to be implemented in winter 2022</li> </ul> |
| <b>DENT 142</b><br><b>Dental Reception</b>                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Course description updated</li> <li>• Clean up and update of learning outcomes</li> <li>• New course outline to be implemented in winter 2022</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DENT 154</b><br><b>Clinical Dental Assisting II</b><br>*formerly DENT 152B                                                                                                                                                              | <ul style="list-style-type: none"> <li>• <b>Hours changed to reflect 100 hrs/2 credits.</b></li> <li>• Changed course code number to Dent 154 from Dent 152B as Dent 152A/152B does not align with UFV guidelines for course code number assignment.</li> <li>• Name changed from clinical dental assisting to clinical dental assisting II to differentiate between Dent 150 (previously Dent 152A) and Dent 154 (previously Dent 152B) clinical courses.</li> <li>• Only one course outline currently exists that combines the previous fall Dent 152A winter Dent 152B clinical courses. The</li> </ul>                                                                                                                                                                                            |

|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                   | <p>original course outline indicates a combined 296 total number of hours associated with the course that runs both the fall and winter terms. New course outlines are being created for each individual clinical course. Currently, Dent 152A and 152B are given 2.5 credits each. The current course outline indicated a total of 5 credits for both Dent 152A and Dent 152B combined. This does not properly reflect the hours/workload associated with each of these courses. The Dent 152A course in the fall term is almost double the workload hours compared to winter Dent 152B course. Adjustments to course hours and credits to the Dent 152A course outline have been revised to rectify this discrepancy and align with the CDA Program Credit Standards (see table 1).</p> <ul style="list-style-type: none"> <li>• Calendar description updated</li> <li>• Learning outcomes updated</li> <li>• New course outline to be implemented winter 2022</li> </ul> |
| <b>Dent 141</b><br><b>Community Dental Health &amp; Nutrition</b> | <ul style="list-style-type: none"> <li>• <b>Credits changed to 24hrs/1 credit</b></li> <li>• Minor decrease in credits, changed from a 1.5 credit to 1 credit course to better reflect the course workload for this course and to align with the CDA Program Credit Standards (see table 1).</li> <li>• Minor content removed on special needs content as it does not align well with a dental community/nutrition course. This content is also overlap and content already covered in the Dent 140 Dental Specialties course during the winter term.</li> <li>• CDA curriculum committee identified deficiency with community dental health content taught in the CDA program. In response to this additional content, objectives and outcomes have been added to this course.</li> <li>• Course Description updated</li> <li>• Clean up and update of Learning outcomes</li> <li>• New course outline to be implemented in summer 2022</li> </ul>                         |
| <b>Dent 143</b><br>Patient Care Procedures                        | <ul style="list-style-type: none"> <li>• Course Description updated</li> <li>• Clean up and update of Learning outcomes</li> <li>• New course outline to be implemented in summer 2022</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>DENT 148</b><br><b>Practicum II</b>                            | <ul style="list-style-type: none"> <li>• <b>Credits reduced from 3 credits to 2.5 credits</b></li> <li>• Minor reduction in credits to better align with the CDA Program Credit Standards</li> <li>• Course Description updated</li> <li>• Clean up and update of Learning outcomes</li> <li>• New course outline to be implemented in summer 2022</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Dent 144</b><br><b>Applied Dental Sciences</b>                 | <ul style="list-style-type: none"> <li>• <b>Credits changed from 1.5 to 2.5 (hours remain the same 42hrs)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>Subsections</b><br>Oral Pathology (Dent 144A)<br>Pharmacology (Dent 144C)<br>Periodontics (Dent 144B) | <ul style="list-style-type: none"><li>• Increase in credits changed from a 1.5 to 2.5 credit course to better reflect course workload and to align with the CDA Program Credit Standards (see table 1).</li><li>• Dent 144 has 3 dental science sub-sections (A-C) and currently there are three separate course outlines to reflect this. The updated Dent 144 course outline combines these dental science sub-sections. For easier reference of changes/updates a clean copy of the new Dent 144 course outline has been included as well as copy of each original dental science sub-section course outline.</li><li>• Course description updated</li><li>• Learning outcomes cleaned up and updated</li><li>• New course outline to be implemented in summer 2022</li></ul> |
| <b>Dent 162</b><br>Clinical Patient Care                                                                 | <ul style="list-style-type: none"><li>• <b>Credits changed from a 3.5 to 2.5 credit course</b></li><li>• Reduction in credits to better align with workload hours and the CDA Program Credit Standards</li><li>• Course Description updated</li><li>• Clean up and update of Learning outcomes</li><li>• New course outline to be implemented in summer 2022</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                           |



**Table 3. Levelling of Behavior Indicators**

| OUTCOME                                                                                  | FALL TERM (Dent 150)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Winter TERM (Dent 154/ Dent 138)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SUMMER TERM (Dent 162/Dent 148)                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Apply effective organizational skills in the clinical setting                         | <ul style="list-style-type: none"> <li>-Punctual</li> <li>-Prepared for all clinic/lab procedures with some assistance</li> <li>-Adhere to clinical schedule (turn-around etc) with some assistance</li> </ul> <b>With instructor guidance:</b> <ul style="list-style-type: none"> <li>-Manage unexpected changes in schedule</li> <li>-Establish priorities</li> </ul>                                                                                                                                                         | <ul style="list-style-type: none"> <li>-Punctual</li> <li>-Prepared for all clinic/lab procedures with minimal assistance</li> <li>-Adhere to clinical schedule (turn-around etc) with minimal assistance</li> </ul> <b>With minimal instructor guidance:</b> <ul style="list-style-type: none"> <li>-Manages unexpected changes in schedule</li> <li>-Establish priorities</li> </ul>                                                                                                                                                  | <ul style="list-style-type: none"> <li>-Punctual</li> <li>-Prepared for all clinic/lab procedures</li> <li>-Adhere to clinical schedule (turn-around etc)</li> <li>-Manage unexpected changes in schedule</li> <li>-Establish priorities</li> </ul>                                                                                                                                                                                                                                   |
| 2. Participate as an effective member of the dental team                                 | <b>With instructor guidance:</b> <ul style="list-style-type: none"> <li>-Assume responsibility for collective duties and decisions</li> <li>-Collaborate with all members of the dental team</li> <li>-Complete tasks and responsibilities required as a member of dental team</li> </ul>                                                                                                                                                                                                                                       | <b>With minimal instructor guidance:</b> <ul style="list-style-type: none"> <li>-Assume responsibility for collective duties and decisions</li> <li>-Collaborate with all members of the dental team</li> <li>-Complete tasks and responsibilities required as a member of dental team</li> </ul>                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>-Assume responsibility for collective duties and decisions</li> <li>-Collaborate with all members of the dental team</li> <li>-Complete tasks and responsibilities required as a member of dental team</li> </ul>                                                                                                                                                                                                                              |
| 3. Demonstrate responsibility and accountability in the clinic setting                   | <ul style="list-style-type: none"> <li>-Demonstrates integrity and honesty and takes responsibility for own actions and decisions</li> </ul> <b>With instructor guidance:</b> <ul style="list-style-type: none"> <li>-Acts upon constructive feedback</li> <li>-Take initiative</li> </ul>                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>-Demonstrates integrity and honesty and takes responsibility for own actions and decisions</li> </ul> <b>With minimal instructor guidance:</b> <ul style="list-style-type: none"> <li>-Acts upon constructive feedback</li> <li>-Take initiative</li> </ul>                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>-Demonstrates integrity and honesty and takes responsibility for own actions and decisions</li> <li>-Acts upon constructive feedback</li> <li>-Take initiative</li> </ul>                                                                                                                                                                                                                                                                      |
| 4. Utilize professional, inclusive therapeutic communication in the clinic setting       | <ul style="list-style-type: none"> <li>-Display a professional, respectful, inclusive and caring manner with peers/patients and faculty</li> <li>-Uses appropriate language</li> <li>-Informs peer/patient of all procedures</li> </ul> <b>With instructor guidance:</b> <ul style="list-style-type: none"> <li>-Utilize therapeutic, inclusive communication by establishing rapport and conveying respect for individual's values and beliefs</li> <li>-Apply teaching and learning principles with patients/peers</li> </ul> | <ul style="list-style-type: none"> <li>-Display a professional, respectful, inclusive and caring manner with peers/patients and faculty</li> <li>-Uses appropriate language</li> <li>-Informs peer/patient of all procedures</li> </ul> <b>With minimal instructor guidance:</b> <ul style="list-style-type: none"> <li>-Utilize therapeutic, inclusive communication by establishing rapport and conveying respect for individual's values and beliefs</li> <li>-Apply teaching and learning principles with patients/peers</li> </ul> | <ul style="list-style-type: none"> <li>-Display a professional, respectful, inclusive and caring manner with peers/patients and faculty</li> <li>-Uses appropriate language</li> <li>-Communicates treatment plan and obtains informed consent with patients</li> <li>-Utilize therapeutic, inclusive communication by establishing rapport and conveying respect for individual's values and beliefs</li> <li>-Apply teaching and learning principles with patients/peers</li> </ul> |
| 5. Apply critical thinking and integration of theory to practice in the clinical setting | <b>With instructor guidance:</b> <ul style="list-style-type: none"> <li>-Utilize appropriate resources</li> <li>- Assess situations accurately, identify priorities and tasks</li> <li>-Select and implements appropriate care approaches</li> <li>-Formulate solutions to problems that arise</li> <li>- Apply theory to practice using evidence-informed decision making</li> </ul>                                                                                                                                           | <b>With minimal instructor guidance:</b> <ul style="list-style-type: none"> <li>-Utilize appropriate resources</li> <li>- Assess situations accurately, identify priorities and tasks</li> <li>-Select and implement appropriate care approaches</li> <li>-Formulate solutions to problems that arise</li> <li>- Apply theory to practice using evidence-informed decision making</li> <li>-Consider medical histories with plan of care during mock office procedures</li> </ul>                                                       | <ul style="list-style-type: none"> <li>-Utilize appropriate resources</li> <li>-Assess situations accurately, identify priorities and tasks</li> <li>-Select and implement appropriate care approaches</li> <li>-Formulate appropriate solutions to problems that arise</li> <li>- Apply theory to practice using evidence-informed decision making</li> <li>-Incorporate medical histories with plan of care</li> </ul>                                                              |

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Demonstrate accurate documentation of patient assessments and procedures          | <b>With instructor guidance:</b> <ul style="list-style-type: none"><li>-Update and record patient/peer health history</li><li>-Demonstrate accurate documentation of patient assessments and procedures</li><li>-Follow documentation requirements for quality assurance</li></ul>                                                                                                                                                                                                   | <ul style="list-style-type: none"><li>-Update and record patient/peer health history</li></ul> <b>With minimal instructor guidance:</b> <ul style="list-style-type: none"><li>-Demonstrate accurate documentation of patient assessments and procedures with minimal errors and omissions</li><li>-Follow documentation requirements for quality assurance</li></ul>                                                                                                                               | <ul style="list-style-type: none"><li>-Accurate updating and recording of patient/peer health history</li><li>-Demonstrate accurate documentation of patient assessments and procedures with minimal errors and omissions</li><li>-Follow documentation requirements for quality assurance</li></ul>                                                                                                                                                                                                                                   |
| 7. Apply UFV dental clinical policies, procedure and professional practice standards | <ul style="list-style-type: none"><li>-Follow expectations of clinical attire and dress policy</li></ul> <b>With instructor guidance:</b> <ul style="list-style-type: none"><li>-Recognize own limits</li><li>-Adhere to dental clinic protocols and policies</li><li>-Seek opportunities to meet learning needs</li><li>-Apply ethical principles to practice</li><li>-Adhere to regulatory standard and safety precautions</li><li>-Reflect on and evaluates performance</li></ul> | <ul style="list-style-type: none"><li>-Follow expectations of clinical attire and dress policy</li></ul> <b>With minimal instructor guidance:</b> <ul style="list-style-type: none"><li>-Recognize own limits</li><li>-Adheres to dental clinic protocols and policies</li><li>-Seek opportunities to meet learning needs</li><li>-Apply ethical principles to practice</li><li>-Adhere to regulatory standard and safety precautions</li><li>-Employ critical reflection and evaluation</li></ul> | <ul style="list-style-type: none"><li>-Follow expectations of clinical attire and dress policy</li><li>-Recognize own limits</li><li>-Adhere to dental clinic protocols and policies</li><li>-Seek opportunities to meet learning needs</li><li>-Apply ethical principles to practice</li><li>-Adhere to regulatory standard and safety precautions</li><li>-Demonstrate critically reflective practice</li><li>-Provide direct patient care only under instructor's supervision in accordance with DDS prescribed treatment</li></ul> |



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 1994  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2027  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 133                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 1                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Dental Office Emergencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Short Title:</b> Dental Office Emergencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>The prevention, recognition, and management of common dental office emergencies is explored with an emphasis on the importance of obtaining adequate patient screening using health history reviews and vital signs. The roles of individual dental team members during an emergency is examined and students will learn the importance of emergency preparedness protocols, emergency kit composition, and maintenance for the dental office.                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | DENT 130, DENT 131, DENT 132, DENT 134, DENT 136, DENT 137, and DENT 150.                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                              |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">18</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>18</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 18 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>18</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 18        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>18</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Winter Only                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Director:</b> Cindy Schulz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**DENT 133**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Describe dental office emergency situations and procedures for their prevention.
- Demonstrate steps in the recognition of emergency situations and how to manage them in the dental office.
- Explain the roles of the individual dental team members during an emergency.
- Describe protocols for maintenance of emergency kits in the dental office.
- Accurately record patient vital signs.
- Conduct and record accurate patient health history assessments for medical conditions relevant to emergencies.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes      ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Lecture, group work, case study simulation, hybrid course delivery.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.) | Current ed.                         | Publisher          | Year |
|----------------------------------|--------------------------------------|-------------------------------------|--------------------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting              | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |
| 2. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting Workbook     | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |

**Required Additional Supplies and Materials**

DENT 133 course pack

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 60% | Assignments: | 40% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details:**
**Typical Course Content and Topics**
**Emergency Prevention**

- Patient screening and assessment
- Significant medical conditions
- Health history reviews

**Vital Signs**

- Patient respirations
- Patient temperatures
- Patient pulse readings
- Blood pressure readings
- Documentation of vital signs

**Dental Office Emergency Protocols**

- Maintenance, monitoring and use of oxygen tanks
- Emergency Kits
- Role of dental team in medical emergency management

**Common Dental Office Medical Emergencies**

- Sign and Symptoms of common medical emergencies
- Managing common medical emergencies



ORIGINAL COURSE IMPLEMENTATION DATE: January 1994  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 135                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Number of Credits:</b> 2.5                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Dental Radiography<br><b>Course Short Title:</b> Dental Radiography                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>The basics of radiation biology, concepts of x-ray physics, principles of x-ray radiography, safety precautions, quality assurance, and the operation of the dental x-ray unit are examined. Direct and indirect imaging systems, the application of intra and extra-oral technologies, along with various techniques are introduced. Students will learn how to produce images using direct and indirect imaging systems at a manikin level that includes the proper storage and transfer of images. |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | DENT 130, DENT 131, DENT 132, DENT 134, DENT 136, DENT 137, and DENT 150.                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>42</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>42</b></td> </tr> </table>                      |           | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 42 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>42</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 42        |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>42</b> |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Winter Only <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Director:</b> Cindy Schultz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Explain the history and current application of radiation in dentistry.
- Explain the biological effects of radiation exposure.
- Describe components of the x-ray machine and their functions.
- Describe composition and components of various types of receptors.
- Demonstrate principles of radiation safety and protection.
- Demonstrate proper infection control, care, handling of films and digital equipment.
- Apply principles of extraoral and intra-oral radiographic techniques.
- Produce diagnostic radiographic images using direct and indirect imaging systems.
- Identify common anatomical landmarks and dental anomalies of radiographic images.
- Critique radiographic images for technical quality, accuracy and diagnostic acceptability.
- Identify dental radiography exposure, technique errors and corrective measures.
- Mount, label and properly store/save radiographic images.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes      ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Lecture, group work, case studies, online videos, demonstrations, clinical application and hybrid course delivery.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.)                  | Current ed.                         | Publisher          | Year |
|----------------------------------|-------------------------------------------------------|-------------------------------------|--------------------|------|
| 1. Iannucci and Howerto          | Dental Radiography Principles and Techniques          | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2017 |
| 2. Iannucci and Howerto          | Dental Radiography Principles and Techniques Workbook | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2017 |
| 3. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting                               | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |

**Required Additional Supplies and Materials**

Clinic scrubs, lab coat, duty shoes, name tag and protective eyewear, and face shields.

**Typical Evaluation Methods and Weighting**

|                |     |                                       |     |                   |   |            |      |
|----------------|-----|---------------------------------------|-----|-------------------|---|------------|------|
| Final exam:    | 50% | Assignments:                          | 15% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:                              | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 10% | Rad Lab work Application Assignments: | 25% | Shop work:        | % | Total:     | 100% |

**Details (if necessary):** The application of course outcomes at a patient level are implemented and assessed in the DENT 154 and DENT 162 program clinical courses.

**Typical Course Content and Topics**

**Radiation Physics**

- Atomic structure
- Ionizing radiation
- X-ray production
- Properties of x-rays

**Characteristics of Radiographic Images**

- KvP and mA ranges
- X-ray beam quantity and amperage
- Image density and contrast
- Image definition and detail
- Principles of shadow casting
- Geometric unsharpness

**Radiation Biology**

- Radiation injury
- Radiation exposure risks
- Risk/benefit of dental radiographs

**Dental Radiographer Basics**

**DENT 135****University of the Fraser Valley Official Undergraduate Course Outline**

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- Purpose of radiographs
- Patient management
- Legal considerations
- Quality assurance
- Infection Control

**Radiation Protection**

- Patient protection
- Operator protection
- Radiation monitoring
- Radiation exposure guidelines

**Equipment and Supplies**

- X-ray machine components and function
- Intra-oral and extra-oral machines
- Dental x-ray film holders and devices
- Types of film
- Composition and components of intra-oral film
- Radiographic film/image storage
- Radiographic equipment, processing and maintenance

**Intra Oral Radiographic Techniques**

- Bitewing technique
- Paralleling technique
- Bisecting technique
- Occlusal techniques and localized techniques
- Exposure and technique errors
- Normal anatomy and mounting
- Diagnostic criteria for intraoral images
- Guidelines for radiographic image prescriptions

**Extra Oral Radiography Techniques**

- Panoramic radiography
- Cephalometric radiography
- Digital radiography and 3D imaging
- CBCT digital images



ORIGINAL COURSE IMPLEMENTATION DATE: January 1994  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------|--|-----------------------------|--|--------------------------------------------------------------|-----|------------------------------|--|----------------------|--|--------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 138                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            | <b>Number of Credits:</b> 2.5                                                                                                                                                                                                                                                            |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Dental Practicum I                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title:</b> Dental Practicum I                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                        |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Students will be provided the opportunity to apply fall and winter term theory, clinical, and lab competency skills to practice in actual clinical settings hosted by a practicum dental office. Students will practice skills within the CDA scope of practice in B.C. Emphasis is placed on safe practice and employment skills necessary to be successful in a dental office.                                                                                                    |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | DENT 130, DENT 131, DENT 134, DENT 135, DENT 136, DENT 137, and DENT 150.                                                                                                                                                                                                                |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                              |            | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>6</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td>114</td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>120</b></td> </tr> </table> |            | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 6 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 114 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>120</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 6          |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 114        |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>120</b> |                                                                                                                                                                                                                                                                                          |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit                                                                                                                                                                     |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Winter Only                                                                                                                                                                     |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Director:</b> Cindy Schulz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                      |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                    |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                   |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                                                                                                                                                                                                                                                                  |  |



**DENT 138**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Apply effective organizational skill in the clinical setting.
- Participate as an effective member of the dental team.
- Utilize professional, therapeutic and inclusive communication in the clinic setting.
- Demonstrate accountability and responsibility in the clinic setting.
- Apply critical thinking and integration of theory in the clinical setting.
- Demonstrate accurate documentation of patient assessments and procedures.
- Apply UFV dental clinical policies and procedure, and professional practice standards.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes      ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Lecture, group work, case study, hybrid course delivery, practicum field experience.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.) | Current ed.                         | Publisher          | Year |
|----------------------------------|--------------------------------------|-------------------------------------|--------------------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting              | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |

**Required Additional Supplies and Materials**

Clinic scrubs, lab coat, duty shoes, name tag and protective eyewear, and face shields.

**Typical Evaluation Methods and Weighting**

|                |   |                           |     |                   |     |            |      |
|----------------|---|---------------------------|-----|-------------------|-----|------------|------|
| Final exam:    | % | Assignments:              | 20% | Field experience: |     | Portfolio: | %    |
|                |   | (Course theory component) |     |                   |     |            |      |
| Midterm exam:  | % | Project:                  | %   | Practicum:        | 80% |            | 10 % |
| Quizzes/tests: | % | Lab work:                 | %   | Shop work:        | %   | Total:     | 100% |

**Details:**

Evaluation for this course involved completion of two components, the completion of all required theory assignments at a satisfactory level and student meets the expectation criteria for practicum field experience in a dental office. Student must demonstrate a competent, safe and professional performance during their practicum field experience and fulfill required field experience hours.

Satisfactory rating will be granted if:

- All theory assignments completed to satisfactory level
- Practicum field experience attendance requirements met
- The student practices within legal parameters
- The student conducts themselves in a professional manner
- The student practices safely and competently
- A satisfactory Practical Participation Report is received from assigned practicum dental office

Grading for this course is either credit or no credit. Inability to successfully complete the practicum requirements may result in (NC-no credit) for this course. The student may be required to complete additional practicum days in order to meet the stated criteria for successful completion.

**Typical Course Content and Topics**

- Employability Skills
- Resume and Cover letter Writing
- CDA delegated regulated duties
- Application of fall and winter theory to practice
- Practicum field experience



ORIGINAL COURSE IMPLEMENTATION DATE: January 1994  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 140                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 4                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Full Title:</b> Dental Specialties                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Course Short Title:</b> Dental Specialties                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Calendar Description:</b><br>Students will acquire foundational knowledge related to the disciplines of dentistry including pediatrics, endodontics, orthodontics, oral and maxillofacial surgery, and geriatrics. Basic concepts, procedures, armamentarium, supplies, and equipment unique to each specialty will be explored.                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | DENT 130, DENT 131, DENT 132, DENT 134, DENT 136, DENT 137, and DENT 150.                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>72</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>72</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 72 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>72</b> | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 72        |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>72</b> |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Winter only <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Director:</b> Cindy Schultz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                  |  |

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Compare the disciplines of endodontics, pedodontics, orthodontics, oral surgery and geriatric dentistry.
- Describe basic principles of each dental discipline.
- Describe diagnostic, preventative, restorative, emergency and other common and unique procedures in each discipline.
- Select and assemble armamentarium, supplies, and medicaments for specialized dental procedures.
- Describe properties, uses and handling of materials specific to each dental specialty.
- Categorize orthodontic appliances.
- Differentiate between types of dental implants.
- Simulate safe and effective suture removal.
- Describe support procedures in dental disciplines including procedural or appointment modifications.
- Assist with specialty procedures (simulation or case study).

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes      ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Lecture, guest speakers, demonstration, small and large group discussions, videos, blended course delivery.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.)       | Current ed.                         | Publisher | Year |
|----------------------------------|--------------------------------------------|-------------------------------------|-----------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting 13th ed.           | <input checked="" type="checkbox"/> | Elsevier  | 2021 |
| 2. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting Workbook 13th ed.  | <input checked="" type="checkbox"/> | Elsevier  | 2021 |
| 3. Boyd, L. R.                   | Dental Instruments: A Pocket Guide 7th ed. | <input checked="" type="checkbox"/> | Elsevier  | 2021 |

**Required Additional Supplies and Materials**

- DENT 140 course pack
- Kilgore magnetic dental model and tooth preps

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 25% | Assignments: | 35% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | :          | %    |
| Quizzes/tests: | 40% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details:**

**Typical Course Content and Topics**

**Pediatric Dentistry**

- Basic principles of pediatric dentistry
- Diagnostic procedures in pediatric dentistry
- Preventive procedures in pediatric dentistry
- Restorative, pulpal and stainless-steel crown procedures in pediatric dentistry
- Preventive orthodontic, oral surgery and emergency procedures in pediatric dentistry
- Patient management in pediatric dentistry
- Assisting with pediatric dentistry procedures

**Geriatric Dentistry**

- Basic principles of geriatric dentistry
- Support procedures for geriatric treatment
- Modifications to dental treatment of geriatric patients with common medical conditions
- Modifications to dental treatment for geriatric patients
- Assisting with geriatric dentistry

**Oral and Maxillofacial Surgery**

- Basic principles of oral and maxillofacial surgery
- Surgical armamentarium
- Support procedures for surgical procedures
- Common surgical procedures
- Dental implants
- Simulate suture removal

**DENT 140****University of the Fraser Valley Official Undergraduate Course Outline**

Page 3 of 3

- Assisting with surgical procedures

**Endodontics**

- Basic principles of endodontics
- Diseases of the pulp and periapical tissues
- Endodontic armamentarium, materials and supplies
- Diagnostic procedures
- Root canal and emergency endodontic procedures
- Vital pulp therapies
- Support procedures in endodontics
- Assisting in endodontics

**Orthodontics**

- Basic principles of orthodontics
- Orthodontics appliances, materials
- Orthodontic armamentarium
- Diagnostic procedures
- Common orthodontic procedures
- Support procedures in orthodontics
- Assisting in orthodontics



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 1994  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2027  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|---|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 141                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 1                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Community Dental Health and Nutrition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Short Title:</b> Community Dental Health and Nutrition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Introduces the basic concepts of nutrition. Diet and dental health are examined in relation to the application of dietary analysis in order to provide nutritional counselling relative to oral health. An overview of inclusive dental public health and community based oral health programs are explored. Students will learn how to assess, plan, and deliver health education activities to various groups in the community.                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | DENT 130, DENT 131, DENT 132, DENT 133, DENT 134, DENT 135, DENT 136, DENT 137, DENT 138, DENT 140, DENT 142, DENT 150, and DENT 154.                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">21</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>24</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 21 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 3 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>24</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 21        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 3         |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>24</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Winter Only                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Director:</b> Cindy Schulz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |   |                              |  |                      |  |                    |           |                                                                                                                      |  |

**DENT 141**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Provide nutritional counseling relative to oral health.
- List nutrients, their sources, functions and effects.
- Collect data to assess patient's nutritional needs.
- Develop dietary goals using patient centered approach.
- Make dietary recommendations specific to oral health conditions utilizing "Canada's Food Guide for Healthy Living".
- Evaluate nutritional counseling outcomes, provide feedback and make recommendations and/or modifications.
- Describe the background and principles of dental public health and rationale for community based oral health programs.
- Deliver educational activities to individuals and groups in a community setting.
- Provide oral health education, oral hygiene instruction and dental related nutritional information in a community setting.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes      ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Lecture, group work, case study, presentations, hybrid course delivery.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.) | Current ed.                         | Publisher          | Year |
|----------------------------------|--------------------------------------|-------------------------------------|--------------------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting              | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |
| 2. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting Workbook     | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |

**Required Additional Supplies and Materials**

DENT 141 course pack

**Typical Evaluation Methods and Weighting**

|                |     |                                |     |                   |   |            |      |
|----------------|-----|--------------------------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Assignments:                   | 30% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Community Health Presentation: | 15% | Practicum:        | % |            |      |
| Quizzes/tests: | 5%  | Discussion Forums:             | 10% | Shop work:        | % | Total:     | 100% |

**Details:**
**Typical Course Content and Topics**
**Concepts of Nutrition Diet and Dental Health**

- Principles of diet and nutrition
- Energy and non-energy nutrients
- Vitamin and minerals
- Over-nutrition versus Under-nutrition
- Canada's Food Guide
- Nutritional needs during life stages

**Diet and Dental Health**

- Relationship between diet and dental health
- Dietary analysis and counselling

**Community Dental Health**

- Background and principles of inclusive public health and dental public health
- Public versus private practice dental assisting
- Structure and functions of a public health units
- Public health dental programs
- Community involvement of dental professionals
- CDAs role in public health

**Oral Health Presentation**

- Cross-cultural considerations in community health care
- Considerations for oral health promotion to various community target groups
- Principles of teaching and learning for individuals and group in community settings
- Oral Health assessment, planning and evaluation for community presentations



**ORIGINAL COURSE IMPLEMENTATION DATE:** January 1994  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2027  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|---------------------------------------------|---|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 142                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 1.5                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Dental Reception                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Short Title:</b> Dental Reception                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                                                                                                |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>The fundamental principles of dental office management and basic dental reception procedures are introduced with emphasis on professional communication and proper telephone etiquette. Students will learn how to organize and manage client records, appointment scheduling, recall systems, insurance claims, financial records, and inventory control systems, and use dental office practice management computer software.                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | DENT 130, DENT 131, DENT 132, DENT 134, DENT 136, DENT 137, and DENT 150.                                                                                                                                                                                                                                                                                        |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                    |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                         |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">21</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised dental computer laboratory hours</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>27</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                            | 21 | Tutorials/workshops |  | Supervised dental computer laboratory hours | 6 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>27</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 21        |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised dental computer laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 6         |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>27</b> |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Winter Only                                                                                                                                                                                                                                             |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Director:</b> Cindy Schulz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                                                                                              |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                              |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                              |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                            |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                           |    |                     |  |                                             |   |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**DENT 142**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 3**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Demonstrate effective inclusive professional communication skills and telephone etiquette.
- Utilize dental office practice management computer software for data entry.
- Complete dental insurance claim forms.
- Demonstrate how to manage appointment scheduling.
- Describe inventory control and recall systems.
- Explain how to properly manage client accounts and financial records.
- Utilize filing systems for organizing and storing patient files.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes      ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Lecture, group work, case study, hybrid course delivery, dental practice management software computer training.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.) | Current ed.                         | Publisher          | Year |
|----------------------------------|--------------------------------------|-------------------------------------|--------------------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting              | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |
| 2. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting Workbook     | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |

**Required Additional Supplies and Materials**

DENT 142 course pack

**Typical Evaluation Methods and Weighting**

|                |   |                         |     |                   |   |            |      |
|----------------|---|-------------------------|-----|-------------------|---|------------|------|
| Final exam:    | % | Assignments:            | 70% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:                | %   | Practicum:        | % |            |      |
| Quizzes/tests: | % | Computer Lab workshops: | 30% | Shop work:        | % | Total:     | 100% |

**Typical Course Content and Topics**
**Patient communication**

- Patient management (conflict resolution)
- Professional verbal and written communication
- Telephone techniques and etiquette

**Patient records**

- Legal and ethical implications
- Electronic chart entries

**Appointment control and recall systems**

- Treatment plans
- Guidelines for efficient appointment scheduling
- Appointment entries, manual and electronic
- Appointment confirmation
- Daily schedules
- Types of recall systems
- Managing recall systems

**Dental insurance claims**

- Dental insurance terminology
- Types of dental insurance coverage
- Dental procedure codes
- Fee guides
- Dental insurance claims, paper/electronic
- Legal and ethical implications

**Patient accounts**

- Fee collection
- Controlling patient accounts

**Financial records**

- Disbursements



**DENT 142**

**University of the Fraser Valley Official Undergraduate Course Outline**

Page 3 of 3

- Petty cash, floats and bank transactions
- Payroll
- Accounts receivable systems
- Maintaining financial records
- Dental estimates
- Legal and ethical implications

**Filing and supply systems**

- Types of patient files
- Types of filing systems
- Maintenance systems for office supplies

**Dental computer software**

- Practice management computer data entry



ORIGINAL COURSE IMPLEMENTATION DATE: January 1994  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 143                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 1                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Patient Care Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Short Title:</b> Patient Care Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Students will learn delivery of direct patient care clinical procedures that includes the use of selective coronal polishing, the application of pit and fissure sealants, and use of tooth whitening products.                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | DENT 130, DENT 131, DENT 132, DENT 133, DENT 134, DENT 135, DENT 136, DENT 137, DENT 138, DENT 140, DENT 142, DENT 150, and DENT 154.                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | NONE                                                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>21</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>21</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 21 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>21</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 21        |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>21</b> |                                                                                                                                                                                                                                                                                                                                                                         |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Every Spring <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Cindy Schulz                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

**DENT 143**
**University of the Fraser Valley Official Undergraduate Course Outline**

Page 2 of 2

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Describe the rationale, indications and contraindications for selective coronal polishing, pit and fissure sealants and tooth whitening
- Identify the various equipment and materials used with selective coronal polishing, pit and fissure sealants and tooth whitening
- Explain the various procedural steps with selective coronal polishing, pit and fissure sealants and tooth whitening
- Provide verbal/written, pre-operative, operative post-operative and home care instructions for selective coronal polishing, pit and fissure sealants and tooth whitening

**Prior Learning Assessment and Recognition (PLAR)**
☐ Yes     ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Lecture, online videos, hybrid course delivery.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**
**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.) | Current ed.                         | Publisher          | Year |
|----------------------------------|--------------------------------------|-------------------------------------|--------------------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting              | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |
| 2. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting Workbook     | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |

**Required Additional Supplies and Materials**

- Kilgore magnetic dental model and tooth preps
- DENT 143 course pack

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 55% | Assignments: | 45% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**
**Coronal Polishing**

- Indications, contraindications and modification for selective coronal polishing
- Stains review
- Equipment and materials for coronal polishing
- Technique and procedural steps for selective coronal polishing
- Pre-operative, operative, and post-operative information/instructions for coronal polishing

**Dental Sealants**

- Rational, indications and contra-indications for use of pit and fissure
- Equipment and materials for application of pit and fissure sealants
- Select and prepare equipment and supplies for sealant placement
- Techniques and procedural steps for the application of pit and fissure sealants
- Pre-operative, operative, and post-operative information/instructions for pit and fissure sealants

**Tooth Whitening**

- Rationale, indications, and contra-indications for client use of tooth whitening products
- Types of tooth whitening techniques
- Equipment, armamentarium and materials used to whiten vital and nonvital tooth
- Techniques and procedural steps for tooth whitening
- Guidelines and procedural steps for delivering bleaching products to clients
- Pre-operative, operative and post-operative information/instructions for tooth whitening.



ORIGINAL COURSE IMPLEMENTATION DATE: January 1994  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 144                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 2.5                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Course Full Title:</b> Applied Dental Sciences<br><b>Course Short Title:</b> Applied Dental Sciences                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Calendar Description:</b><br>Students acquire foundational knowledge related to the applied sciences of dentistry including oral pathology, periodontics, and pharmacology. Basic concepts, diagnostic, and related procedures for each applied science will be explored.                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | DENT 130, DENT 131, DENT 132, DENT 133, DENT 134, DENT 135, DENT 136, DENT 137, DENT 138, DENT 140, DENT 142, DENT 150, and DENT 154.                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>42</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>42</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 42 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>42</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 42        |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>42</b> |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Summer only <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Director:</b> Cindy Schultz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |

**DENT 140**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Describe basic principles of each dental science
- Describe genetic, developmental and acquired anomalies/pathologies of the oral cavity
- Explain the etiology and progression of hard and soft tissue lesions
- Explain the etiology and treatment of common periodontal disease conditions
- Describe diagnostic procedures, preventative, emergency and other common and unique procedures relevant to each dental science
- Identify armamentarium, supplies and materials used for specialized dental procedures
- Describe properties, uses and handling of materials and/or medicaments specific to each dental science
- Discuss support procedures including procedural or appointment modifications relevant to each dental science

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes      ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Lecture, demonstration, group discussions, videos, blended course delivery.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.)      | Current ed.                         | Publisher     | Year |
|----------------------------------|-------------------------------------------|-------------------------------------|---------------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting 13th ed.          | <input checked="" type="checkbox"/> | Elsevier 2021 | 2021 |
| 2. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting Workbook 13th ed. | <input checked="" type="checkbox"/> | Elsevier2021  | 2021 |

**Required Additional Supplies and Materials**

DENT 144 course packs

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 50% | Assignments: | 30% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | %   | Project:     | 10% | Practicum:        | % | :          | %    |
| Quizzes/tests: | 10% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details:**
**Typical Course Content and Topics**
**Oral Pathology:**

- Concepts of health and disease
- Oral cancer
- Developmental disturbances
- Intraoral lesions
- Dental Caries

**Periodontics:**

- Periodontal diseases
- Periodontal diagnosis procedures
- Periodontal treatment procedures

**Pharmacology:**

- Basic pharmacology
- Medications used in dentistry
- Medications significant to dental treatment
- Medication storage in the dental office



ORIGINAL COURSE IMPLEMENTATION DATE: January 1994  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------|--|-----------------------------|--|--------------------------------------------------------------|-----|------------------------------|--|----------------------|--|--------------------|------------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 148                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            | <b>Number of Credits:</b> 2.5                                                                                                                                                                                                                                                                                                                                           |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Course Full Title:</b> Dental Practicum II                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Course Short Title:</b> Dental Practicum II                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                                                                                                       |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Students will practice, integrate, and consolidate knowledge and skills learned in the fall, winter, and summer terms in a clinical setting hosted by a practicum dental office. Students are able to practice all CDA services within the CDA scope of practice in B.C., with an emphasis on safe practice and employment skills.                                                                                                                                                  |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | DENT 130, DENT 131, DENT 132, DENT 133, DENT 134, DENT 135, DENT 136, DENT 137, DENT 138, DENT 140, DENT 142, DENT 150, and DENT 154.                                                                                                                                                                                                                                   |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                              |            | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>6</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td>114</td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>120</b></td> </tr> </table> |            | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   | 6 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 114 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>120</b> | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 6          |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 114        |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>120</b> |                                                                                                                                                                                                                                                                                                                                                                         |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                              |            | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b> Summer Only                                                                                                                                                                                                                                                       |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Director:</b> Cindy Schulz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                                                                                                     |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                                   |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                                  |   |                     |  |                             |  |                                                              |     |                              |  |                      |  |                    |            |                                                                                                                      |  |

**DENT 148**

**University of the Fraser Valley Official Undergraduate Course Outline**

**Page 2 of 2**

**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Apply effective organizational skills in the clinical setting.
- Participate as an effective member of the dental team.
- Utilize professional, inclusive, therapeutic communication and demonstrates accountability in the clinic setting.
- Apply critical thinking and integration of theory in the clinical setting.
- Demonstrate accurate documentation of patient assessments and procedures.
- Apply UFV dental clinical policies, procedure and professional practice standards.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes      ☒ No, PLAR cannot be awarded for this course because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Lecture, group work, case study, hybrid course delivery, practicum field experience

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.) | Current ed.                         | Publisher          | Year |
|----------------------------------|--------------------------------------|-------------------------------------|--------------------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting              | <input checked="" type="checkbox"/> | Elsevier, Saunders | 2021 |

**Required Additional Supplies and Materials**

Clinic scrubs, lab coat, duty shoes, name tag and protective eyewear, and face shields.

**Typical Evaluation Methods and Weighting**

|                |   |                           |     |                                     |            |        |
|----------------|---|---------------------------|-----|-------------------------------------|------------|--------|
| Final exam:    | % | Assignments:              | 20% | Field experience: see details below | Portfolio: | %      |
|                |   | (Course theory component) |     |                                     |            |        |
| Midterm exam:  | % | Project:                  | %   | Practicum:                          | 80%        |        |
| Quizzes/tests: | % | Lab work:                 | %   | Shop work:                          | %          | Total: |
|                |   |                           |     |                                     |            | 100%   |

**Details:**

Evaluation for this course involved two components, the completion of all required theory assignments and student meeting expectation criterion for practicum field experience in a dental office.

Grading for this course is either credit or no credit. Inability to successfully complete the practicum requirements will result in (NC-no credit) for this course. The student may be required to complete additional practicum days in order to meet the stated criteria for successful completion.

**Typical Course Content and Topics**

- Interview techniques
- Cover letter and resume writing
- Professional portfolios
- CDA delegated regulated services



ORIGINAL COURSE IMPLEMENTATION DATE: January 1994  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|---------------------------------|---------|-----------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 154                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                | <b>Number of Credits:</b> 2                                                                                                                                                                                                                                                                                                                                             |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Course Full Title:</b> Clinical Dental Assisting II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Course Short Title:</b> Clinical Dental Assisting II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Continues to build on developing chairside assisting and dental laboratory skills. Students will learn how to take radiograph images at a patient level. Related skills are practiced in a clinical setting on manikins and peers while integrating the concepts of professional conduct, safe practice, and effective inclusive communication. Problem-solving, teaching/learning, time management, and self-evaluation skills are also further developed.                                                                            |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                | DENT 130, DENT 131, DENT 132, DENT 134, DENT 135, DENT 137, and DENT 150.                                                                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>Dent 152B</b><br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                |                | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                           |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td></td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours: Clinic/Lab</td> <td>100 hrs</td> </tr> <tr> <td><b>(Fall and Winter hours combined) Total hours</b></td> <td><b>296 100</b></td> </tr> </table> |                | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: Clinic/Lab | 100 hrs | <b>(Fall and Winter hours combined) Total hours</b> | <b>296 100</b> | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| Other contact hours: Clinic/Lab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 100 hrs        |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>(Fall and Winter hours combined) Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>296 100</b> |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Winter only <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Cindy Shultz                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                                   |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                                  |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                                                     |                |                                                                                                                      |  |



**Learning Outcomes**

Upon successful completion of this course, students will be able to:

- Apply effective organizational skill in the clinical setting.
- Participate as an effective member of the dental team.
- Utilize professional, therapeutic and inclusive communication in the clinical setting.
- Demonstrate accountability and responsibility in the clinic setting.
- Apply critical thinking and integration of theory in the clinical setting.
- Demonstrate accurate documentation of patient assessments and procedures.
- Apply UFV dental clinical policies, procedure and professional practice standards.

While the outcomes are listed as separate procedures, it is essential that they be learned and practiced as an integrated and interdependent set of skills.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes      ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

**Typical Instructional Methods**

Instructor demonstrations, clinical instruction, online instruction (videos/resources).

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials)       | Title (article, book, journal, etc.)       | Current ed.                         | Publisher | Year |
|----------------------------------|--------------------------------------------|-------------------------------------|-----------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting 13th ed.           | <input checked="" type="checkbox"/> | Elsevier  | 2020 |
| 2. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting Workbook 13th ed.  | <input checked="" type="checkbox"/> | Elsevier  | 2020 |
| 3. Boyd, L. R.                   | Dental Instruments: A Pocket Guide 7th ed. | <input checked="" type="checkbox"/> | Elsevier  | 2020 |

**Required Additional Supplies and Materials**

- DENT 150/154 course pack
- Kilgore magnetic dental model and tooth preps
- Clinic scrubs, surgical caps, lab coat, duty shoes, name tag and protective eyewear, face shields

**Typical Evaluation Methods and Weighting**

|                |   |              |   |                   |   |                                 |      |
|----------------|---|--------------|---|-------------------|---|---------------------------------|------|
| Final exam:    | % | Assignments: | % | Field experience: | % | Portfolio:                      | %    |
| Midterm exam:  | % | Project:     | % | Practicum:        | % | Lab work/clinical competencies: | 100% |
| Quizzes/tests: | % | Lab work:    | % | Shop work:        | % | Total:                          | 100% |

**Details:** Evaluation for this course is based on completion of specific clinic competencies and lab requirements. Student must demonstrate a competent, safe and professional performance and meet the stated evaluation criteria for all clinic competencies and lab requirements.

Grading for this course is either credit or no credit.

**Typical Course Content and Topics (Competencies)**
**Basic Dental Assisting**

- Isolate using dental dam
- Suture removal

**Patient Assessment**

- Pulp vitality testing
- Obtaining vital signs
- Exposure of dental images
- Processing of dental films
- Exposure of digital images

**Preventive Dentistry**

- Oral hygiene instruction

**Restorative Assisting**

- Assisting with local anesthetic administration
- Assembling instruments for restorative procedures
- Mixing dental materials

**DENT 154**

**University of the Fraser Valley Official Undergraduate Course Outline**

Page 3 of 3

- Assisting with posterior restorations
- Placement and Removal of Matrices and Wedges
- Application of acid etch to cavity preparations
- Application of treatment liner (no pulpal involvement)
- Assisting with anterior restorative procedures

**Prosthodontics/Lab Procedures**

- Obtain impressions for study models/wax bite registration
- Pour, trim and finish study models
- Fabricate custom tray
- Fabricate mouthguard

**Managing Patient Records**

- Charting and annotation
- Assessment and treatment record documentation



ORIGINAL COURSE IMPLEMENTATION DATE: January 1994  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|---------------------------------|---------|--------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> DENT 162                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                | <b>Number of Credits:</b> 2.5                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Course Full Title:</b> Clinical Patient Care<br><b>Course Short Title:</b> Clinical Patient Care                                                                                                                                                                                                                                                                                                                                                                                                              |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty:</b> Faculty of Health Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                | <b>Department:</b> Health Studies                                                                                                                                                                                                                                                        |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Calendar Description:</b><br>Under direct supervision, students will integrate the clinical skills required of a CDA to deliver direct patient care. Students will also further develop chairside assisting and dental laboratory skills.                                                                                                                                                                                                                                                                     |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                | DENT 130, DENT 131, DENT 132, DENT 133, DENT 134, DENT 135, DENT 136, DENT 137, DENT 138, DENT 140, DENT 142, DENT 150 and DENT 154.                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                           |                | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td></td></tr> <tr><td>Other contact hours: Clinic/Lab</td><td>120 426</td></tr> <tr><td><b>Total hours</b></td><td><b>120 426</b></td></tr> </table> |                | Lecture/seminar hours                                                                                                                                                                                                                                                                    |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: Clinic/Lab | 120 426 | <b>Total hours</b> | <b>120 426</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Other contact hours: Clinic/Lab                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 120 426        |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>120 426</b> |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                | <b>Grading System</b><br><input type="checkbox"/> Letter Grades <input checked="" type="checkbox"/> Credit/No Credit                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>Summer only <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                  |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                           |                |                                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Department / Program Head or Director:</b> Cindy Shultz                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                | <b>Date approved:</b> February 2021                                                                                                                                                                                                                                                      |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Dean:</b> Alastair Hodges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                | <b>Date approved:</b> March 1, 2021                                                                                                                                                                                                                                                      |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                    |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                   |  |                     |  |                             |  |                                                              |  |                              |  |                                 |         |                    |                |                                                                                                                                                                                                                                                                                                                                                                         |  |

## Learning Outcomes

Upon successful completion of this course, students will be able to:

- Apply effective organizational skills in the clinical setting.
- Participate as an effective member of the dental team.
- Utilize professional, inclusive, therapeutic communication in the clinic setting.
- Demonstrate accountability and responsibility in the clinic setting.
- Apply critical thinking and integration of theory in the clinical setting.
- Demonstrate accurate documentation of patient assessments and procedures.
- Apply UFV dental clinical policies, procedure, and professional practice standards.

## Prior Learning Assessment and Recognition (PLAR)

☐ Yes ☒ No, PLAR cannot be awarded because course completion is specific to UFV CDA program graduation requirements.

## Typical Instructional Methods

Instructor demonstrations, clinical instruction, online instruction (videos/resources).

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials (If more space is required, download Supplemental Texts and Resource Materials form.)

| Author (surname, initials)       | Title (article, book, journal, etc.)      | Current ed.                         | Publisher | Year |
|----------------------------------|-------------------------------------------|-------------------------------------|-----------|------|
| 1. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting 13th ed.          | <input checked="" type="checkbox"/> | Elsevier  | 2021 |
| 2. Bird, D.L. and Robinson, D.S. | Modern Dental Assisting Workbook 13th ed. | <input checked="" type="checkbox"/> | Elsevier  | 2021 |

## Required Additional Supplies and Materials

- DENT 162 course pack
- Kilgore magnetic dental model and tooth preps
- Clinic scrubs, surgical caps, lab coat, duty shoes, name tag and protective eyewear, face shields

## Typical Evaluation Methods and Weighting

|                |   |              |   |                   |   |                                  |      |
|----------------|---|--------------|---|-------------------|---|----------------------------------|------|
| Final exam:    | % | Assignments: | % | Field experience: | % | Portfolio:                       | %    |
| Midterm exam:  | % | Project:     | % | Practicum:        | % | Lab work /clinical competencies: | 100% |
| Quizzes/tests: | % | Lab work:    | % | Shop work:        | % | Total:                           | 100% |

**Details:** Evaluation for this course is based on completion of specific clinic competencies and lab requirements. Student must demonstrate a competent, safe and professional performance and meet the stated evaluation criteria for all clinic competencies and lab requirements.

Grading for this course is either credit or no credit.

## Typical Course Content/Topics (Clinical Competencies)

### Basic Dental Assisting

- Dental dam isolation
- Remove periodontal dressing

### Patient Assessment

- Exposure of digital images

### Preventive Dentistry

- Oral hygiene instruction
- Dietary counselling

### Restorative Assisting

- Assisting with local anesthetic administration
- Assembling instruments for restorative procedures
- Mixing dental materials
- Assisting with posterior restorations
- Placement and removal of matrices and wedges
- Application of acid etch to cavity preparations
- Application of treatment liner (no pulpal involvement)
- Assisting with anterior restorative procedures

### Prosthodontics/Lab Procedures

- Obtaining impressions for study models/wax bite registration

**DENT 162**

**University of the Fraser Valley Official Undergraduate Course Outline**

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- Pouring, trimming and finish study models
- Fabricate bleaching trays
- Simulate insertion of bleaching trays

**Managing Patient Records**

- Charting and annotation
- Assessment and treatment record documentation

**Patient Care Procedures**

- Demonstrate selective coronal polishing
- Apply pit and fissure sealants



## MEMO

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TO: David Johnston, Vice-Chair, Undergraduate Education Committee  
FROM: Alastair Hodges, Dean, Faculty of Health Sciences  
DATE: 16 March 2021  
RE: Changes to Certified Dental Assistant (CDA) Certificate program and course outlines

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At the March 1, 2021 meeting of the Health Sciences Faculty Council, the following motions were carried:

**1. THAT Faculty Council approve the attached changes for the CDA program and recommend to UEC to be effective Fall 2021.**

Rationale:

**Removal of DENT 139 Dental Exam I, DENT 149 Dental Exam II:**

Currently Dent 139 and Dent 149 are listed in the academic calendar and students are required to register for these as courses with CRN numbers associated with them, however, they are not actual courses, they are comprehensive exams with no program credits attached to them. These exams are completed at the end of the winter term (DENT 139) and the spring term (DENT 149). Discontinuation will remove unnecessary repetition of student assessment already being conducted for winter and spring courses. These exams will still be made available to students in June as a study resource tool to assist with preparing for the NDAEB board exam.

**Removal of DENT 145 Charting & Annotation Course:**

There is significant repetition/overlap in some course content in DENT 145 warranting its removal as a stand-alone course. The remaining content is better suited for DENT 131. (DENT 131 course hours and credits have been adjusted accordingly).

**Revision of pass percentage requirement:**

The 75% pass requirement standard has been an ongoing concern; it is a higher pass requirement standard compared to all the other similar accredited CDA programs in British Columbia. An evaluation of the six accredited CDA programs indicated pass requirements ranged between 64% - 72%. The program proposes a pass requirement of 70% at UFV, ensuring better alignment with the other similar programs throughout British Columbia and other Health Studies programs at UFV. Each year there are program students who struggle to meet the 75% pass requirement in the more difficult theory courses, despite showing acceptable application of theory to practice and meeting clinical standards and competence.

**Modification to calendar description of application process and basis for admission decision:**

These changes will provide better alignment and reflect the criteria that are most relevant when selecting the most suitable candidates during the competitive entry selection process, without hindering student admissions. This includes:

- removal of allocating a point to applicants who reapply to the program a second time.
- removal of the essay topic description in the calendar giving faculty the ability to modify the application essay topic for different cohort groups
- removal of the statement of work/volunteer experience for applicant point allocation and change to work experience. This better reflects how applicant points are granted and aligns with the confidential reference form used by the CDA program.
- removal of statement that indicates applicants meeting the minimum requirements who are not selected will have their application held for consideration for the next intake.
- add the statement that the CDA program will be allocating 10% of its program seats to Indigenous students on a competitive basis, providing they meet the minimum program entrance requirements.
- add information on financial aid in the calendar
- change wording that attendance to program information session is required for all complete applicants
- addition of English proficiency requirement as this is a program requirement
- changes required to the description of program continuance to reflect changes to the program pass percentage as described above
- changes to the program outline required in the calendar to reflect course outline changes that include the minor shifting of credits and reflect the removal of DENT 145, DENT 139 and DENT 149 as described above
- calendar updates also reflect minor edits to application process, language and fee changes

**2. THAT Faculty Council approve the attached changes to the course outlines for both term 2 and term 3 CDA courses and recommend to UEC.****Rationale:**

Details of the course changes are listed in Table 1A: Changes CDA Program Credit Standards (Winter); Table 1B: Changes CDA Program Credit Standards (Summer); and Table 2: Course Specific Revisions on the attached.

Summary of changes include: updating course descriptions; update learning outcomes; restructuring of credits; amalgamation of specializations into one course; changes in hours to reflect appropriate credits; alignment of course code numbers with UFV guidelines; minor content changes.

**Memo for Program Changes**

To: Amber Johnston, Co-Chair FHSCC, Undergraduate Education Committee (UEC)

From: Karen Klenk, Program Coordinator UFV Certified Dental Assistant program

Date: February 12, 2021

**Subject: Program changes to UFV Certified Dental Assistant program**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☒ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify:
  - Revision of pass percentage requirement
  - Modification to calendar description to application process information and basis for admission decisions
  - Update program outline in calendar to reflect course outline/credit adjustment to CDA program (see calendar track changes). Note specific course outline changes were submitted separately for approval)

2. Rationale for change(s):

Rationale for the removal of Dent 139 Dental Exam I, Dent 149 Dental Exam II:

**Currently Dent 139 and Dent 149 are listed in the academic calendar and students are required to register for these as courses with CRN numbers associated with them, however, they are not actual courses, they are comprehensive exams with no program credits attached to them. These exams are completed at the end of the winter term (Dent 139) and the spring term (Dent 149). The CDA faculty would like to discontinue the use of these exams as they are an unnecessary repetition of student assessment already being conducted for winter and spring courses. These exams will still be made available to students in June as a study resource tool to assist with preparing for the NDAEB board exam.**

Rationale for the removal of Dent 145 Charting & Annotation course:



The CDA Curriculum Committee identified that there was significant repetition/overlap in some course content in Dent 145 warranting its removal. It was also determined the remaining content was better suited to be delivered in the Dent 131 course. This warrants the removal of Dent 145 as a stand-alone course, with the remaining objectives/ content being transferred from Dent 145 to Dent 131. Note – the Dent 131 course hours and credits have been adjusted accordingly.

Rationale for revision of pass percentage requirement standard for the UFV Certified Dental Assistant program:

The 75% pass requirement standard has been an ongoing concern for UFV CDA faculty as it is a higher pass requirement standard compared to all the other similar accredited CDA programs in British Columbia. An evaluation of the six accredited CDA programs indicated pass requirements ranged between 64% - 72% amongst the different institutions. This includes Camosun College, College of New Caledonia, Okanagan College, the College of the Rockies with a 70% pass requirement, Vancouver Community College a 64% pass requirement and Vancouver Island University a 72% pass requirement. After careful consideration the UFV CDA faculty would like to propose that the UFV CDA program reduce its pass requirement to 70%. This would ensure that the CDA program is better aligned with the other similar programs throughout British Columbia and other Health Studies programs at UFV.

Each year there are program students who struggle to meet the 75% pass requirement in the more difficult theory courses. Typically, students with grade percentages above the 70% threshold show adequate application of theory to practice, with the ability to meet clinical standards and competence. The high pass requirement places an unnecessary pressure on students that may result in a higher risk for program failure. Faculty agree that a 70% pass requirement for theory will maintain an acceptable standard and ensure students will continue to be sufficiently prepared for practice.

Rationale for modification to calendar description of application process and basis for admission decisions in CDA program:

Updates are required to the calendar description for application process and basis for applicant decision making currently outlined in the calendar. These changes will provide better alignment and reflect the criteria that the CDA faculty feel is most relevant when selecting the best suited candidates during the competitive entry selection process. These changes will not hinder or impact student admissions. This includes the removal of allocating a point to applicants who reapply to the program a second time. Faculty feel this should not be a consideration when scoring points to applicants and that other criteria better reflects the competitive entry process for choosing applicants who are best suited to succeed in the program and the dental field.

Remove the essay topic description in the calendar so faculty have the ability to modify and change the application essay topic for different cohort groups.

Removal of the statement of work/volunteer experience for applicant point allocation and change to work experience. This better reflects how applicant points are granted and aligns with the

confidential reference form used by the CDA program. Points are allocated for applicants who have significant experience working in the healthcare field (including dental office experience). Program does consider volunteer experience under the category of work experience if it is a minimum of 6 months and associated within a healthcare setting when allocating applicant points.

Removal of statement that indicated that applicants who meet minimum requirements who are not selected will have their application held for consideration for the next intake. This process does not reflect changes implemented by admissions, therefore statement should be removed from the calendar.

Add the statement that the CDA program will be allocating 10% of its program seats to Indigenous students on a competitive basis who meet the minimum program entrance requirements. Faculty feel this program change aligns with UFV's IOLs where programs are committed to providing communities with a variety of high quality, student-centered programs that honour diversity and foster a passion for learning.

Add information on financial aid in the calendar. Lots of program students have struggled with managing the cost of the program and balancing school and work loads. Many students are not aware of some of the financial supports that are available to them at UFV.

Change wording that attendance to program information session is required for all complete applicants. Program invites all applicants to this information session, not only those who are considered complete to ensure program seats get filled. This accommodates applicants who are in high school or working on completing entrance requirements who are unable to complete requirements when the information session and applicant interviews occur.

The addition of adding English proficiency requirement should be added to the calendar as this is a program requirement.

Changes required to the description of program continuance to reflect changes to the program pass percentage. Pass percentage is being changed from a 75% to 70% pass percentage.

Changes to the program outline required in the calendar to reflect course outline changes that include the minor shifting of credits and reflect the removal of Dent 145, Dent 139 and Dent 149.

Calendar updates also reflects minor edits to application process, language and fee changes.

If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: **Proposed changes to the CDA program does not impact/change the current program outcomes or how they align with the Institutional Learning Outcomes.**

3. What consideration has been given to indigenizing the curriculum? **Faculty would like to implement the allocation of up to 10% of program seat allocation to Indigenous students on a competitive basis.**

4. Will additional resources be required? If so, how will these costs be covered? **Not applicable, no additional resources would be required as a result of these proposed program changes.**

5. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

**The projected number of students effected would be the typical annual program cohort of 24 students. Proposed changes would not change expected increase/decrease to enrollment numbers for the program.**

6. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

**The removal of Dent 145 as a stand-alone course will not impact overall program credits. The content in this course is either being removed due to overlap of content already being covered in other courses, with majority of content being moved to the Dent 131 course. Credits have been adjusted to Dent 131 to reflect movement of content and addition of course hours. The removal of Dent 139 and Dent 149 does not impact credits in the program as credits were never attached to them. Some program course credits have been adjusted to reflect minor content movement between courses and/or to more accurately reflect the hour/credit ratio in the CDA program, but program changes will not impact or change the overall credits of the CDA program (see table 1 - The CDA Program Credit Standards).**

7. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) **The removal of Dent 145, Dent 139 and Dent 149 will not require any additional resources that are not already available to the CDA program.**
8. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. **Proposed program changes will not have an impact on faculty or have any budgetary implications.**
9. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. **As stated above, this is not required as there will not be any budgetary implications with these program changes.**

## Certified Dental Assistant certificate

Certified Dental Assistants are essential members of the dental health care team, working toward the common goal of providing quality oral care for dental clients. Individuals who have a passion for helping people, enjoy working with their hands, and are team players are most likely to be successful and will find this to be a rewarding career.

The 10-month (September–June) Certified Dental Assistant certificate program is designed to provide students with opportunities to develop the knowledge, skills, values, and attitudes necessary for employment as a certified dental assistant. This program combines lectures and clinical practice in preparation for a career in private practice, dental clinics, and other public health facilities. Students gain extensive clinical experience throughout the program. In addition to working at the UFV Dental Clinic, the curriculum includes two practica, which provide full-time experience in a dental office.

Because this program is accredited by the Commission on Dental Accreditation, graduates are eligible to write the National Board Exam and then register with the College of Dental Surgeons of B.C.

### Entrance requirements

#### Academic entrance requirements

##### 1. B.C. secondary school graduation or equivalent with:

##### o Completion of each of the following two courses with a minimum grade of C:

- Anatomy and Physiology 12, Biology 12 (BIO 093), or BIO 111
- English Studies 12 or English First Peoples 12, ENGL 099, or ENGL 091

1. ~~B.C. secondary school graduation or equivalent, and a minimum grade of C in the following two courses: (English Studies 12, English First Peoples 12, ENGL 099, or ENGL 091) and (Anatomy and Physiology 12, Biology 12, or BIO 093).~~

Note: Students may also present English 12, English Literature 12, English 12 First Peoples, AP English, IB English A (standard level or higher level), or out of province equivalent.

2. Applicants whose first language is not English must meet the Degree/diploma level English language proficiency requirement. For details on how this requirement may be met, see the English language proficiency requirement section of the calendar

### Other entrance requirements

2.3 A work reference and a personal reference from non-relatives.

3.4 A satisfactory interview with the program faculty, who will assess applicants':

- o Knowledge of and motivation towards a career as a dental assistant;
- o Financial preparation;
- o Communication skills;
- o Experience with patients in the health-care field as a volunteer and/or employee; and
- o Experience in working with the public.

4.5 A health assessment indicating fitness to practice. Health questionnaire forms will be included in the letter of notification regarding an information session. Completed forms should be brought to the interview or submitted prior to interview. Signed medical certificate indicating physical fitness and emotional stability. (Form will be provided at information session.)

5.6 Completion of an immunization program prior to the program start date. Immunization forms will be included with the letter of acceptance.

6.7 Dental Oral Health certificate. (Form to be signed by the dentist will be included with the letter of acceptance.)

7.8 Dental office observation form (to be signed by dentist). Two full days spent in a dental office observing office routine and dental procedures. Applicants are encouraged to complete and submit this document prior to the interview. (Form to be signed by the dentist.)

8.9 Successful completion of a security clearance check. Criminal record check forms will be provided upon admission to the program.

Note: Personal suitability of applicants will be assessed using a point rating system. Applicants will be accepted based on points achieved on the applicant rating. Prior to the interview, it is beneficial for applicants

to complete two days of dental office observation and to submit a [personal reference letter and a confidential reference form](#) for any [work/volunteer experience](#).

Students who do not meet these requirements might consider [Qualifying Studies](#).

## When to apply

Applications are accepted on a continuous basis throughout the year. Applications should be received by January 31 for the Fall intake. Qualified applicants are considered for the next intake in which there is space. See [Continuous application process](#) for more information.

## How to apply

1. Apply online at [ufv.ca/admissions/apply](http://ufv.ca/admissions/apply) and submit the following documents to the Office of the Registrar:
  - ☐ Proof of B.C. secondary school graduation or equivalent ([current secondary school students may apply starting October 1 of their grade 12 year](#)), ~~except for secondary school students, who may apply once they are registered in Grade 12).~~
  - [Official transcripts from all post-secondary institutions attended. To be considered official, transcripts must be sent directly to UFV from the originating institution; see the Transfer Credit section for details.](#)
  - [Prerequisite course\(s\) – submit an official transcript showing final grades in all prerequisite courses \(current Grade 12 students will be required to submit an official transcript showing final grades in all required courses by the end of the first week of August for the Fall intake\).](#)
  - ☐ ~~CDA program application (available at [ufv.ca/registrar/forms](http://ufv.ca/registrar/forms)).~~

Once these documents have been received by the Office of the Registrar, an application date will be recorded and the application will be forwarded to the Certified Dental Assistant program.

- ~~2. Submit all remaining documents to the School of Health Studies, Chilliwack campus:~~
  - ☐ ~~Dental Assisting program application (available at [ufv.ca/registrar/forms](http://ufv.ca/registrar/forms)).~~

~~o Work reference letter.~~

~~o Personal reference letter.~~

**2. Additional documents required for a complete application:**

Submit all remaining documents to the School of Health Studies, Chilliwack campus:

~~o Work reference letter (see confidential reference form available at [ufv.ca/registrar/forms](http://ufv.ca/registrar/forms))~~

~~o Personal reference letter~~

~~o Health assessment form (completed and signed)~~

~~o Dental oral health certificate form~~

~~o Dental office observation form~~

~~o Completion of criminal record check~~

~~o Basic Rescuer — CPR (Level C) (must be completed/current prior to start of the winter semester). Students are strongly encouraged to complete prior to starting the program~~

~~o Dental Assisting application form.~~

~~o Proof of B.C. secondary school graduation or equivalent.~~

~~o Official transcripts (or interim transcripts) from all post-secondary institutions attended showing grade/course achievement as per entrance requirements. To be considered official, transcripts must be sent directly to UFV from the originating institution; see the **Transfer Credit** section for details.~~

~~o Work reference letter.~~

~~o Personal reference letter.~~

Note 1: Additional health forms required for acceptance into the CDA program will be provided at the information session. Applicants whose prerequisites are completed will have first priority for the seats available. Those with incomplete prerequisites decrease their chances of being accepted into the program.

Note 2: Students who are currently enrolled in Grade 12 must provide a letter by April 10 from their counsellor verifying that prerequisite courses are in progress and will be successfully completed, and that

they are expected to graduate. Please submit correspondence to the School of Health Studies. An official transcript, showing that all academic requirements have been met, will be required by the end of the first week of August.

3. Attendance at a program information session is required for all ~~"complete"~~ applicants. At this time applicants will be provided with an overview of the program ~~as well as additional forms (Medical, Dental Office Observation, Dental Exam, Immunization record, Criminal Record Search, Interview questionnaire) that must be completed prior to acceptance into the program.~~ At the information session, applicants will also be required to write an application essay ~~outlining why they want to become a CDA.~~
4. An interview with a program faculty ~~member~~ is also required.
5. Applicants will be accepted based on points achieved on the applicant rating form.
6. Applicants will be notified in writing (via email) regarding their acceptance. Upon admission to the program, applicants will be provided with registration information. A deposit is required by a specified date in order to reserve a seat in the program. This money will be applied toward tuition fees. If applicants do not register for courses and pay course deposits, their place will be given to the next person on the program waiting list and they must reapply to the program.
7. ~~If applicants meet the minimum requirements but are not selected to the class, their application will be held for consideration for the next intake. If applicants are not selected for a second intake, they will be required to re-apply.~~

**Commented [KK1]:** Program invites all interested applicants to information sessions, not just completed applicants to ensure we have enough applicants to fill program seats.

**Commented [KK2]:** Faculty would like to remove this statement so faculty have the ability to modify/change the application essay topic for different cohort groups.

**Commented [KK3]:** UFV admissions has changed this process so this section should be removed to reflect this change.

## Basis for admission decision

Students will be rated based on the points achieved on the applicant rating form. Points will be given for academic performance on prerequisite courses, work/volunteer experience, personal essay, reference(s), and personal interview.

The requirements will be rated as follows:

1. **Academic prerequisites:** The higher the applicant GPA on required academic prerequisites, the more points awarded.
2. ~~**Work/volunteer experience:** Points will be allocated for dental office experience according to duration. Experience in working with the public and volunteer experience will also be awarded points, again according to the nature and duration of the experience.~~

**Commented [KK4]:** This does not accurately reflect how applicant points are granted. Dental and other healthcare experience are considered equally valuable. Volunteer work has to be substantial and is most relevant if it is associated within a healthcare setting. Public sector experience as important and additional points are granted for this, but are separate than dental/healthcare experience.



**Work experience:** Points will be allocated for dental office/healthcare field experience (employee/volunteer) and for experience working with the public. Points are awarded according to nature and duration of the experience.

**Letter of reference:** Applicants will be awarded points depending on the content of their letter of reference.

**Persistent efforts to upgrade:** Applicants will be awarded a point for persistent interest in the program as evidenced by efforts to upgrade, and repeated applications.

**Application essay:** All applicants will be given points on the basis of meeting the criteria and the writing skill demonstrated.

**Interview:** Applicants will be given points related to their knowledge of dental assisting, organizational skills, planning of financial aspects, management of commitments, communication skills, knowledge of own learning, and problem-solving skills. The interview is intended to help determine readiness to enter the CDA program.

**Commented [KK5]:** Applicants must reapply to program each year and candidates are selected based on specific criteria to ensure the best suited applicants are chosen; those who have the highest chance for success in the program/CDA field. Most often if an applicant is required to reapply a second time it is because they are not an ideal candidate for the program. CDA faculty would like to see this criterion removed from the point system process.

Applicants with the highest number of points will be given priority for program seats.

**Note:** Up to 10% of program seats may be allocated to Indigenous students on a competitive basis.

## Fees and additional costs

See the **Fees and Other Costs** section.

Students should be prepared to meet other additional costs of approximately \$2,000. This includes the purchase of uniforms, surgical caps, lab coats, shoes, protective eyewear, textbooks, workbooks, and lab fee supplies. Students should also be prepared for the additional cost to complete the Basic Rescuer — CPR (Level C) course.

## Requirement — Certified Dental Assistant (CDA)

Upon completion of the UFV Certified Dental Assistant certificate program, and prior to practising as a Certified Dental Assistant, students will need to write the National Dental Assisting Board Examination and will need to register with and be licensed by the College of Dental Surgeons of B.C.

The following fees are reflective of the 2020/2021 fees, and are subject to change for 2021/2022.

- National Dental Assisting Examining Board (NDAEB): ~~\$700~~ **\$525**
- College of Dental Surgeons of B.C.:
  - Application fee: ~~\$337~~ **\$354**
  - Temporary licence: ~~\$12.92~~ **\$12.50**/month
  - Criminal record check: \$28

Note: Registration and licensing fees are subject to annual increases.

### **Financial aid**

UFV has a comprehensive financial assistance program including scholarships, loans, and bursaries. Details are available from **Financial Aid and Awards**.

### **Dress**

Uniforms, surgical caps, duty shoes, name tags, lab coats, gloves, masks, face shields and safety glasses are required during daily clinic sessions. Neatness and good grooming are essential at all times.

### **Dates and location**

The Certified Dental Assistant certificate is 10 months in duration and is completed in a full-time capacity. All courses are taught at the Health Sciences centre at the Chilliwack campus. Format includes self-directed, independent study, group work, ~~and lectures~~, and blended course delivery, ~~presentation of material~~. Demonstrations and/or online tutorial videos are given before practical sessions. Classes are held Monday to Friday, and there are approximately two hours of homework every evening.

*Program outline*

Semester I

| Course                | Title                                                                                 | Credits          |
|-----------------------|---------------------------------------------------------------------------------------|------------------|
| DENT 130              | Dental Professionalism                                                                | 1.5              |
| DENT 131              | Basic Dental Assisting                                                                | <del>3</del> 1.5 |
| DENT 132              | <u>Anatomy &amp; Physiology of the Head and Neck</u><br><del>Patient Assessment</del> | <del>3</del> 2.5 |
| DENT 134              | Preventive Dentistry                                                                  | 2.5              |
| DENT 136              | Restorative Assisting                                                                 | 1.5              |
| DENT 137              | Lab Procedures/Prosthodontics                                                         | 1.5              |
| <del>DENT 145</del>   | <del>Dental Chart and Annotation</del>                                                | <del>4</del>     |
| DENT 150 <del>2</del> | Clinical Dental Assisting I                                                           | <del>4</del> 2.5 |

Semester II

| Course   | Title                   | Credits |
|----------|-------------------------|---------|
| DENT 133 | Dental Office Emergency | 1       |

|                     |                                     |                      |
|---------------------|-------------------------------------|----------------------|
| DENT 135            | Dental Radiography                  | 2.5                  |
| DENT 138            | Dental Practicum I                  | <del>2.5</del> 3     |
| <del>DENT 139</del> | <del>Dental Exam I</del>            | <del>pass/fail</del> |
| DENT 140            | Dental Specialties                  | <del>4</del> 3.5     |
| DENT 142            | Dental Reception                    | 1.5                  |
| <u>DENT 154</u>     | <u>Clinical Dental Assisting II</u> | <u>2</u>             |

Semester III

| Course              | Title                               | Credits              |
|---------------------|-------------------------------------|----------------------|
| DENT 141            | Community Dental Health & Nutrition | <del>1.5</del>       |
| DENT 143            | Patient Care Procedures             | <del>1.5</del>       |
| DENT 144            | Applied Dental Sciences             | <del>4</del> 2.5     |
| DENT 148            | Dental Practicum II                 | <del>2.5</del> 3     |
| <del>DENT 149</del> | <del>Dental Exam II</del>           | <del>pass/fail</del> |
| DENT 162            | Clinical Patient Care               | <del>3</del> 2.5     |

### Program outline

| Course   | Title                   | Credits   |
|----------|-------------------------|-----------|
| DENT 130 | Dental Professionalism  | 1.5       |
| DENT 131 | Basic Dental Assisting  | 1.5       |
| DENT 132 | Patient Assessment      | 2.5       |
| DENT 133 | Dental Office Emergency | 1         |
| DENT 134 | Preventive Dentistry    | 2         |
| DENT 135 | Dental Radiography      | 2.5       |
| DENT 136 | Dental Restorative      | 2.5       |
| DENT 137 | Lab Procedures          | 1.5       |
| DENT 138 | Dental Practicum I      | 3         |
| DENT 139 | Dental Exam I           | pass/fail |
| DENT 140 | Dental Specialties      | 3.5       |
| DENT 141 | Community Dental Health | 1.5       |

|          |                             |           |
|----------|-----------------------------|-----------|
| DENT 142 | Dental Reception            | 1.5       |
| DENT 143 | Patient Care Procedures     | 1.5       |
| DENT 144 | Applied Dental Sciences     | 1.5       |
| DENT 145 | Dental Chart and Annotation | 1         |
| DENT 148 | Dental Practicum II         | 3         |
| DENT 149 | Dental Exam II              | pass/fail |
| DENT 152 | Clinical Dental Assist      | 5         |
| DENT 162 | Clinical Patient Care       | 3.5       |

Note: In addition to the above courses, students must have completed a valid Basic Rescuer — CPR (Level C) course prior to the second term (Winter) of the program.

### **Program continuance**

Students in the Certified Dental Assistant program:

1. Must obtain a B- or better in all courses required for the program.
2. Must achieve a minimum program GPA (PGPA) of 2.67 (B- or 70%) to be eligible to graduate. The PGPA is calculated on all courses applicable to the program.
3. May be asked to leave the program prior to completion if they are not consistently obtaining the B- grade.

### **Undergraduate continuance**

Students enrolled in undergraduate courses (courses numbered 100 or above) must maintain an undergraduate Cumulative Grade Point Average (CGPA) of at least 2.00 to remain enrolled in Good Academic Standing at UFV. Students in Good Academic Standing will have no registration limits placed on them. Failure to meet the minimum CGPA requirement will result in restrictions on registration and may eventually lead to academic suspension from undergraduate studies at UFV. Students on Academic Warning or Academic Probation are limited to registering in 10 credits. For further details, see the [Academic standing and undergraduate continuance](#) section of the academic calendar. Academic standing is governed by UFV's [Undergraduate Continuance policy \(92\)](#).

## Academic Guidelines

### A. Grading System

The following grading system is used for the Certified Dental Assistant Program at UFV.

| Letter grade                           | Percentile Range<br>Description |
|----------------------------------------|---------------------------------|
| A+                                     | 90 - 100%                       |
| A                                      | 85-89%                          |
| A-                                     | 80 - 84%                        |
| B+                                     | 77-79%                          |
| B (75% program pass rate requirement)  | 73- 76%                         |
| B- (70% program pass rate requirement) | 70- 72%                         |

**Table 1A. Changes CDA Program Credit Standards**

| Winter Term Changes |         |
|---------------------|---------|
| Course Hours        | Credits |
| Dent 135 – 42 hrs   | 2.5     |
| Dent 133 – 18 hrs   | 1       |
| Dent 140 – 72 hrs   | 4       |
| Dent 142 – 27 hrs   | 1.5     |
| Dent 154 – 100 hrs  | 2       |
| Dent 138 – 120 hrs  | 2.5     |

**Table 1B. Changes CDA Program Credit Standards**

| Summer Term Changes |         |
|---------------------|---------|
| Course Hours        | Credits |
| Dent 141 – 24 hrs   | 1       |
| Dent 143 – 21 hrs   | 1       |
| Dent 144 – 42 hrs   | 2.5     |
| Dent 162 – 120 hrs  | 2.5     |
| Dent 148 – 120 hrs  | 2.5     |

**Theory Hours Range per credit:**

18 - 24 hrs = 1 credit  
30 - 35 hrs = 1.5 credits  
40 - 45 hrs = 2.5 credits

50 - 55 hrs = 3 credits  
70 - 75 hrs = 4 credits

**Clinic and Practicum credit per hours:**

50 hrs = 1 credit



**Memo for Course Changes**

To: CACC, UEC

From: Samantha Pattridge

Date: November 30, 2020

**Subject: Proposal for revision of CMNS 145**

Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

1. **Rationale for change:** This course was due for its regular six-year review, so we took the opportunity to update the prerequisites, the calendar description, the outcomes, the text, and the topics. The changes are simply reflective of updated materials, texts, and practices. For the prerequisites, we deleted “or CPT with a score of 48 or better and permission of instructor” from the prerequisites. Students are not permitted to register themselves for this cohort-based course and therefore this prerequisite note may be misleading. Only students who have registered for the ADT program are eligible to take the course. In some cases in the past, a student who failed the course takes it again in a subsequent year in order to pass the program, but these arrangements are always done by instructor permission and do not require the student to write the CPT.
2. **If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):** The learning outcomes are updated to reflect more accurately the full scope of the course. We have added mention of communicating for Indigenous and international stakeholders and team members in an attempt to foreground the ways in which Indigenization will occur in this course, and the ways in which workplaces are becoming more global and need to address international audiences.

This course is not technically a part of the CMNS minor; however, the department recognizes that students who pursue further education after their ADT certificate may decide on a CMNS minor and would therefore be well served by using CMNS 145 in place of CMNS 125 in our program. The

course's outcomes ladder into the CMNS minor by providing foundational skills in the following program outcomes:

1. Demonstrate competency in creating professional messages across a wide spectrum of media that fulfill specific communication purposes and meet the needs of the audience.
  2. Model effective and professional communication skills for interpersonal, team, organizational, and culturally diverse contexts.
  3. Demonstrate information literacy skills.
  4. Practice common document design techniques as they apply to a variety of workplace messages.
  5. Apply rhetorical principles to the design of oral, print, and digital messages.
- 
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? [This course is required by the Architectural Drafting Technician Program.](#)
  4. Which program areas have been consulted about the change(s)? [Drafting](#)
  5. What consideration has been given to indigenizing the curriculum? [See above re: outcomes, plus we have included some topic areas in the Typical Course Content and Topics section that show where Indigenous audiences, communicators, and contexts should be incorporated.](#)
  6. If this course is not eligible for PLAR, explain why: [This course is eligible for PLAR.](#)
  7. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
    - a. Credit value
    - b. Class size limit
    - c. Frequency of offering
    - d. Resources required (labs, equipment)
  8. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? [Any field trips are organized by the ADT program.](#)
  9. Estimate of the typical costs for this course, including textbooks and other materials: [\\$100](#)



**ORIGINAL COURSE IMPLEMENTATION DATE:** November 1998  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2027  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----|---------------------|----|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|
| <b>Course Code and Number:</b> CMNS 145                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Course Full Title:</b> Technical Communications for Drafting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Course Short Title:</b><br>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Department (or program if no department):</b> Communications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Calendar Description:</b><br>Introduces general principles of effective written and oral communication for students enrolled in UFV's Architectural Drafting Technician certificate program. The focus is on commonly used reports (e.g., progress, field, site investigation), technical correspondence, and presentations.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Acceptance into the Architectural Drafting Technician certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)                                                                                                                                                                                                                                                                                                                                                                                      | <b>Special Topics</b> (Double-click on boxes to select.)<br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, topic will be recorded when offered.)<br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: (If yes, topic will be recorded.)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> .)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, fill in transfer credit form.)<br><b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit<br><b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually (Every semester, Fall only, annually, etc.) |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input type="checkbox"/> Yes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Lecture/seminar hours | 30 | Tutorials/workshops | 15 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Department / Program Head or Director:</b> Samantha Patridge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Date approved:</b> March 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty Council approval:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Date approved:</b> March 12, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |    |                     |    |                             |  |                                                              |  |                              |  |                      |  |                    |           |

## Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Demonstrate the fundamental elements of technical and professional communications.
- Use the writing process, including planning, drafting, revising, and proof-reading.
- Demonstrate effective use of tone, clarity, concise language, coherence, and completeness.
- Produce commonly used technical reports, letters, and other kinds of technical communication.
- Adapt communication strategies for non-technical audiences.
- Demonstrate techniques of document design, including organization of text and use of illustration.
- Discuss document design from a variety of worldviews such as for Indigenous or international stakeholders.
- Correspond electronically in a professional context.
- Deliver professional presentations.

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

## Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Reading and discussing examples of effective and ineffective workplace writing; lectures; exercises and simulations; collaborative exercises.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials) | Title (article, book, journal, etc.)                                                                                  | Current ed.                         | Publisher | Year |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------|------|
| 1. Ewald, T.               | Writing in the Technical Fields: A Practical Guide, 3 <sup>rd</sup> ed.                                               | <input checked="" type="checkbox"/> | Oxford    |      |
| 2. Younging, G.            | Appendix A: Summary of Indigenous Style Principles in <i>The Elements of Indigenous Style</i> . Brush Education, Inc. | <input type="checkbox"/>            |           | 2018 |
| 3.                         |                                                                                                                       | <input type="checkbox"/>            |           |      |
| 4.                         |                                                                                                                       | <input type="checkbox"/>            |           |      |

## Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

n/a

## Typical Evaluation Methods and Weighting

|                |   |              |      |                   |   |            |      |
|----------------|---|--------------|------|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 100% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:     | %    | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %    | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

|                                 |     |
|---------------------------------|-----|
| Work-related correspondence     | 20% |
| Employment materials            | 10% |
| Technical reports               | 20% |
| Instructional document (teams)  | 15% |
| Presentations                   | 20% |
| Quizzes and in-class activities | 15% |

## Typical Course Content and Topics

1. Introductions; foundations of technical communications; communicating for different audiences, including Indigenous and international stakeholders, in the drafting workplace
2. Routine workplace documents (memos, letters, e-mail)
3. Evaluating audiences, using direct and indirect patterns for informative and persuasive purposes
4. Research fundamentals, referencing using current style guides, using verbal citations
5. Presentation skills
6. Ethics in technical writing, writing technical reports
7. Using graphics, document design strategies
8. Working and communicating in teams in professional environments, intercultural communication strategies for teams, intercultural communication basics (with emphasis on Indigenous and international communication styles)
9. Writing instructional materials
10. Proposals for technical and non-technical audiences
11. Assembling an employment package/portfolio, researching the job market/preparing for interviews
12. Practicing interview skills

**Memo for Course Changes**

To: CACC, UEC

From: Samantha Pattridge

Date: November 25, 2020

**Subject: Proposal for revision of CMNS 375**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☒ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

In the process of a six-year revision, the faculty identified a series of necessary changes including course title, calendar description, learning outcomes and prerequisites. The department has decided to cancel CMNS-376 and combine some of the outcomes with CMNS-375 in order to reflect the changes in the areas of print and digital document design in recent years.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

The course learning outcomes are designed to contribute to the Communication Department's program vision and strategy. Modified CLOs reflect the PLO's desire to provide students with the cutting edge, industry-standard practices of producing effective print and digital documents.

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

This course is not required by any other program.

5. Which program areas have been consulted about the change(s)?

none

6. What consideration has been given to Indigenizing the curriculum?

Where possible the course content highlights the importance of Indigenous cultures and community engagement in-class and in the experiential learning assignments, including:

- Comparing Indigenous and Canadian perceptions of visual symbolism.
- Building awareness of cultural differences in making design-related decisions.
- Addressing differences in technological preparedness and accessibility.

7. If this course is not eligible for PLAR, explain why:

This course is eligible for PLAR

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value No change
- b. Class size limit No change
- c. Frequency of offering No change
- d. Resources required (labs, equipment) No change

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

N/A

10. Estimate of the typical costs for this course, including textbooks and other materials:

Textbook \$80

Subscription to Adobe Creative Cloud will be required for students who cannot attend campus in Abbotsford or for fully online versions of the course.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 1999  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2027  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----|---------------------|----|-----------------------------|----|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|
| <b>Course Code and Number:</b> CMNS 375                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Course Full Title:</b> Print and Digital Document Design<br><b>Course Short Title:</b> Print and Digital Design<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Department (or program if no department):</b> Communications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Calendar Description:</b><br>Focuses on the social, cultural, and technological issues of print and digital publication design and distribution. Students apply their knowledge to a variety of documents including but not limited to brochures, newsletters, and interactive PDFs. Students collaborate on a project to build a marketing campaign package using several types of print and digital documents.                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | One of the following: CMNS 125, CMNS 145, CMNS 175, or ENGL 105.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>CMNS 275</b><br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s): <b>CMNS 275</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                                                                 | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i><br><b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit<br><b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i><br><b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit<br><b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Every other year <i>(Every semester, Fall only, annually, etc.)</i> |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Supervised laboratory hours</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Lecture/seminar hours | 15 | Tutorials/workshops | 15 | Supervised laboratory hours | 15 | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>45</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Department / Program Head or Director:</b> Samantha Pattridge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Date approved:</b> March 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Date approved:</b> March 19, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Dean/Associate VP:</b> Jaqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Date approved:</b> March 19, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |    |                     |    |                             |    |                                                              |  |                              |  |                      |  |                    |           |

**CMNS 375**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Identify the social, cultural and technological context for publication design and distribution.
- Apply the general principles of visual information delivery.
- Design effective and attractive publications.
- Demonstrate proficiency in desktop publishing software.
- Define the stages in producing and publishing well-designed print and digital documents.
- Outline the history and development of document design and desktop publishing.
- Explain the primary technological challenges of designing documents.
- Use teamwork skills in an applied setting.
- Develop a portfolio of design projects.
- Discuss the legal and ethical issues surrounding print and digital content.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures and guest lecturers, demonstrations and tutorials, group assignments, in-class discussion, out-of-class design and research projects, online discussion.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.)                      | Current ed.                         | Publisher                    | Year |
|----------------------------|-----------------------------------------------------------|-------------------------------------|------------------------------|------|
| 1. Williams, R.            | The non-designers design book, 4 <sup>th</sup> ed.        | <input checked="" type="checkbox"/> | Peachpit Press               | 2014 |
| 2.                         | Adobe Classroom in a Book                                 | <input type="checkbox"/>            | various editions and authors |      |
| 3.                         | Principles for Good Layout Design: Commercial Design      | <input type="checkbox"/>            | Sendpoints Publishing Co Ltd | 2020 |
| 4. Balsamo, Anne           | Designing Culture: The Technological Imagination at Work. | <input type="checkbox"/>            | Duke University Press        | 2011 |
| 5.                         |                                                           | <input type="checkbox"/>            |                              |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |                         |      |
|----------------|-----|--------------|-----|-------------------|---|-------------------------|------|
| Final exam:    | %   | Assignments: | 35% | Field experience: | % | Portfolio:              | %    |
| Midterm exam:  | %   | Project:     | 30% | Practicum:        | % | Other: Group assignment | 20%  |
| Quizzes/tests: | 15% | Lab work:    | %   | Shop work:        | % | Total:                  | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

1. The digital transformation of the publishing industry: books, periodicals, newspapers
2. The impact of technological innovations on the creative process
3. Compare and contrast print and digital: changing relationships between designers and audiences
4. Layout basics, corporate communications
5. Typography workshop
6. InDesign workshop
7. Incorporating text and graphics
8. Designing for the spread: Continuity in design for multi-page documents
9. Design issues for presentations
10. Instructor-facilitated workshops for group project



**Memo for Course Changes**

To: CACC, UEC

From: Samantha Pattridge

Date: February 22, 2021

**Subject: Proposal for revision of CMNS 480/MACS 480**

1. Summary of changes (select all that apply):

- ☒ Six-year review
- ☐ Number and/or course code
- ☒ Credits and/or total hours
- ☐ Title
- ☒ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☒ Learning outcomes
- ☒ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

- These changes are the results of our regular curriculum review process. After having consulted with the Social, Cultural, and Media Studies department regarding the credits and workload, we decided to change the credit hours to 3 due to lack of a sound pedagogical reason for keeping it at 4 credit hours.
- The addition of another prerequisite of having an upper level CMNS/MACS course is to make sure that students have a basic understanding of the strategic organizational communication process, which is typically discussed at a CMNS/MACS 300-level course. As crisis management requires fast and comprehensive coordination among organizational departments, the lack of understanding the bigger picture could cause a significant delay and responsiveness in managing the crisis. This has been the case for many students in CMNS480 in Fall 2019.
- The learning outcomes were revised to include issue management, which is an important but less recognized part of crisis communication, and to reflect the rapidly changing media environment as well as the increasing diversity in the workplace and life. Recommended textbooks, teaching topics and delivery methods have also been updated accordingly.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

N/A

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

N/A

5. Which program areas have been consulted about the change(s)?

The revised outline is finalized based on consultation with the School of Social, Cultural, and Media Studies.

6. What consideration has been given to indigenizing the curriculum?

The final learning outcome, *Access how the public and private sectors...* has been revised to include community groups and alliances to acknowledge the structure and working style beyond the mainstream organizational structure and ways of dealing with crises. This includes, but is not limited to, taking into consideration the indigenous epistemologies, giving students the opportunity to take and reflect on relationships and dimension of knowledge (emotional, spiritual, cognitive, and physical), case studies for observation, and relatedness to places.

7. If this course is not eligible for PLAR, explain why:

N/A

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value

N/A

- b. Class size limit

N/A

- c. Frequency of offering

N/A

- d. Resources required (labs, equipment)

N/A

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

N/A

10. Estimate of the typical costs for this course, including textbooks and other materials:

The costs for the two textbooks are estimated at \$70. Other materials will be online articles that are accessible to students via the UFV Library databases.



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2008  
**REVISED COURSE IMPLEMENTATION DATE:** January 2022  
**COURSE TO BE REVIEWED** (six years after UEC approval): April 2027  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|------------------------------------------------|--|--------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> CMNS 480                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Course Full Title:</b> Crisis Communication<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department (or program if no department):</b> Communications                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Calendar Description:</b><br>Canadian and international examples are used to explore how to (and how not to) deal with crises and serious challenges to public safety. To do so, this course draws on both theoretical and practical approaches to communicating strategically with diverse audiences in crises.<br><br>Note: This course is offered as CMNS 480 and MACS 480. Students may take only one of these for credit.                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | 60 university-level credits, including six credits of lower-level MACS and/or CMNS.<br>Note: As of September 2022, prerequisites will change to: 60 university-level credits, including six credits of lower-level and three credits of upper-level MACs and/or CMNS.         |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with: <b>MACS 480</b><br>Dual-listed with:<br>Equivalent course(s): <b>MACS 480</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                       |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                 |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">25</td> </tr> <tr> <td>Tutorials/workshops</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours: Student directed learning</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                         | 25 | Tutorials/workshops | 20 | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: Student directed learning |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br><br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 25        |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20        |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| Other contact hours: Student directed learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>45</b> |                                                                                                                                                                                                                                                                               |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Every other year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                  |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Department / Program Head or Director:</b> Samantha Patridge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> March 2021                                                                                                                                                                                                                                              |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> March 19, 2021                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> March 19, 2021                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                         |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                        |    |                     |    |                             |  |                                                              |  |                              |  |                                                |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                             |  |

CMNS 480

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Discuss the need to monitor the internal and external environments for issues that could potentially lead to a crisis.
- Incorporate issue management in the strategic crisis communication process.
- Explain risk and its impact on crisis communication.
- Describe the communication process in the context of a crisis or disaster.
- Demonstrate the basic requirements of a strategic crisis plan in the current environment.
- Assess how the public and private sectors, including community groups and alliances, use the threat of a crisis to affect policy changes.

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

## Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

May vary by instructor, but typical methods would include: lectures, in-class discussions, group discussions, student-led activities, videos.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials) | Title (article, book, journal, etc.)              | Current ed.              | Publisher                   | Year |
|----------------------------|---------------------------------------------------|--------------------------|-----------------------------|------|
| 1. Coombs, W.T.            | Ongoing crisis communication, 5 <sup>th</sup> Ed. | <input type="checkbox"/> | Sage                        | 2019 |
| 2. Koerber, D.             | Crisis communication in Canada                    | <input type="checkbox"/> | University of Toronto Press | 2017 |
| 3.                         |                                                   | <input type="checkbox"/> |                             |      |
| 4.                         |                                                   | <input type="checkbox"/> |                             |      |

## Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

## Typical Evaluation Methods and Weighting

|                |   |              |      |                   |   |            |      |
|----------------|---|--------------|------|-------------------|---|------------|------|
| Final exam:    | % | Assignments: | 100% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | % | Project:     | %    | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | % | Lab work:    | %    | Shop work:        | % | Total:     | 100% |

## Details (if necessary):

|                            |     |
|----------------------------|-----|
| Reading reflection/quizzes | 20% |
| Discussion                 | 10% |
| Case study                 | 10% |
| Crisis management plan     | 35% |
| Presentation               | 10% |
| Reflection                 | 15% |

## Typical Course Content and Topics

This course explores issues surrounding communication in times of crisis. It explores both critical/theoretical approaches and practical/applied approaches to crises and crisis communication.

- Week 1 Introduction to what crises are in the context of communications
- Week 2 Issue and crisis management framework
- Week 3 Managing issues, risks and reputation
- Week 4 Crisis mitigation process
- Week 5 Crisis and media
- Week 6 Crisis plan (part 1)
- Week 7 Crisis plan (part 2)
- Week 8 Crisis responses
- Week 9 Dealing with affected parties following a crisis
- Week 10 Crisis evaluation: evolving in the aftermath of a crisis
- Week 11 How authorities use crises for commercial and political gain
- Week 12 Fear of crises in a risk society
- Week 13 Review



ORIGINAL COURSE IMPLEMENTATION DATE: September 2000  
 REVISED COURSE IMPLEMENTATION DATE: January 2022  
 COURSE TO BE REVIEWED (six years after UEC approval): April 2027  
 Course outline form version: 10/27/2017

## OFFICIAL UNDERGRADUATE CROSS-LISTED OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                                                                                                                                                            |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MACS 480                                                                                                                                                                                                                                                                                                                                                                                                  |  | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                     |  |
| <b>Course Full Title:</b> Crisis Communication                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Course Short Title:</b><br>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)                                                                                                                                                                                                                                                                   |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                    |  | <b>Department (or program if no department):</b> Communications                                                                                                                                                                                                                                                                                            |  |
| <b>Official Course Outline:</b><br>This is a cross-listed course. Please refer to <b>CMNS 480</b> for the official course outline.                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Calendar Description:</b><br>Canadian and international examples are used to explore how to (and how not to) deal with crises and serious challenges to public safety. To do so, this course draws on both theoretical and practical approaches to communicating strategically with diverse audiences in crises.<br><br>Note: This course is offered as CMNS 480 and MACS 480. Students may take only one of these for credit.        |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                          |  | 60 university-level credits, including six credits of lower-level MACS and/or CMNS.<br>Note: As of September 2022, prerequisites will change to: 60 university-level credits, including six credits of lower-level and three credits of upper-level MACs and/or CMNS.                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number:<br>Cross-listed with: <b>CMNS 480</b><br>Dual-listed with:<br>Equivalent course(s): <b>CMNS 480</b><br>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.) |  | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> .)<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, fill in transfer credit form.) |  |
| <b>Department / Program Head or Director:</b> Samantha Pattridge                                                                                                                                                                                                                                                                                                                                                                         |  | <b>Date approved:</b> March 2021                                                                                                                                                                                                                                                                                                                           |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                          |  | <b>Date approved:</b> March 19, 2021                                                                                                                                                                                                                                                                                                                       |  |
| <b>Dean/Associate VP:</b>                                                                                                                                                                                                                                                                                                                                                                                                                |  | <b>Date approved:</b> March 19, 2021                                                                                                                                                                                                                                                                                                                       |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                    |  | <b>Date of posting:</b> April 9, 2021                                                                                                                                                                                                                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                  |  | <b>Date of meeting:</b> April 23, 2021                                                                                                                                                                                                                                                                                                                     |  |

**Memo for Course Changes**

To: CACC, UEC

From: Samantha Pattridge

Date: February 5, 2021

**Subject: Proposal for discontinuation of CMNS 376**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change:

As part of the CMNS-375 six-year revision it has been changed to include the digital publication component (titled Print and Digital Document Design after revision), which has previously been offered as a separate course (CMNS-376). Due to that change, there is no longer the need for a separate digital publishing course. Some, industry-specific parts of the CMNS-376 that are not directly related to program learning outcomes have not been moved to CMNS-375 but are covered in other courses across the university (in some of the GDD courses) and students can take those if it serves their career goals.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

N/A

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?

N/A

5. Which program areas have been consulted about the change(s)?

Social, Cultural, and Media Studies department has been consulted about the discontinuation.

6. What consideration has been given to indigenizing the curriculum?

N/A

7. If this course is not eligible for PLAR, explain why:

N/A

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value

N/A

- b. Class size limit

N/A

- c. Frequency of offering

N/A

- d. Resources required (labs, equipment)

N/A

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

N/A

10. Estimate of the typical costs for this course, including textbooks and other materials:

N/A

**Memo for Program Changes**

To: CACC

From: Samantha Pattridge

Date: November 30, 2020

**Subject: Program change CMNS Minor**

1. Summary of changes (select all the apply):
  - ☐ Program revision that requires new resources
  - ☒ Addition of new course options or deletion or substitution of a required course
  - ☐ Change to the majority of courses in an approved program
  - ☐ Change to the duration, philosophy, or direction of a program
  - ☐ Addition of a new field of specialization, such as a concentration
  - ☐ Change in requirements for admission
  - ☐ Change in requirements for residency or continuance
  - ☐ Change in admission quotas
  - ☐ Change which triggers an external review
  - ☐ Deletion of a program not included in the Program Discontinuance policy
  - ☐ Other – Please specify:
2. Rationale for change(s): *With the approval of the BFA major in Graphic Design, we recognized the opportunity to add the CMNS minor as an option within the BFA. Students in graphic design, visual arts, or media arts may be interested in adding a Communications minor to their degree. These changes to the CMNS minor are intended to allow graphic design students, whom we foresee to be the largest target audience within the BFA, to achieve the CMNS minor within the 120 credits of their degree by using some of their GDD courses to meet CMNS minor program outcomes. These courses were not previously added to the list of courses in the CMNS minor because we assumed, correctly, that GDD diploma students would not be interested in laddering into a CMNS minor.*
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: *No change to program learning outcomes.*
4. What consideration has been given to indigenizing the curriculum? *No change to our approach to Indigenization, which is addressed through individual required courses such as CMNS 125, CMNS 235, and CMNS 251, and through a variety of upper-level options pursued by students in a CMNS minor. Where possible, courses incorporate specific outcomes related to communicating for, with, and as Indigenous audiences, in addition to using Indigenous ways of knowing and considering a place-based approach to communication.*
5. Will additional resources be required? If so, how will these costs be covered? *Additional resources are not required.*



6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? *We expect to see a small increase to the number of students enrolled in the CMNS minor as a result of these changes, perhaps 2 to 3 a year. These students will be accommodated through reserved seats in the upper-level courses they require to complete the minor.*
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? *No change.*
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) *Seat reserves can be expanded for upper-level course requirements.*
9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. *No impact.*
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

Communications

[ufv.ca/communications](http://ufv.ca/communications)

## Communications minor

The requirements of the Communications minor are designed to be met within a four-year [Baccalaureate program](#). The Communications minor will provide 27–32 credits towards the 120-credit minimum required for a UFV Baccalaureate degree, the balance to come from the declared major, plus electives. Of these credits, 15–20 will come from upper-level CMNS courses. Students will be advised to choose a major prior to declaring a minor in Communications. Formal declaration of the minor will be completed in consultation with the advisor in their discipline.

Many Communications courses are offered in a number of formats including online, hybrid, and face-to-face. Students should check before registration that the course is offered in a manner that suits their learning style.

### Lower-level requirements: 12 credits

| Course   | Title                                                                       | Credits |
|----------|-----------------------------------------------------------------------------|---------|
| CMNS 125 | Communicating Professionally to Academic and Workplace Audiences            | 3       |
| CMNS 235 | Public Speaking                                                             | 3       |
| CMNS 251 | Professional Report Writing                                                 | 3       |
| Plus:    | An additional lower-level CMNS course <a href="#">or GD 260 or MEDA 222</a> | 3       |

### Upper-level requirements: 15–20 credits

| Course                 | Title                                       | Credits |
|------------------------|---------------------------------------------|---------|
| <b>One of:</b>         |                                             | 3–4     |
| CMNS 325               | Writing for the Sciences and Technologies   |         |
| CMNS 351               | Professional Formal Research Report Writing |         |
| CMNS 360               | Advocacy Writing                            |         |
| CMNS 465               | Grant and Proposal Writing                  |         |
| <b>One of:</b>         |                                             | 3–4     |
| CMNS 412               | Communications Practicum                    |         |
| CMNS 430               | Communication for Project Management        |         |
| CMNS 490               | Directed Studies in Communications          |         |
| <a href="#">GD 369</a> | <a href="#">Professional Practices</a>      |         |

Plus: Three additional [courses from any](#) upper-level CMNS ~~courses~~ [or GD 317\\*](#) or [MEDA 350](#) or [MEDA 469](#) 9–12  
[\\*Note: Students may use only one of CMNS 375 or GD 317 toward the CMNS minor](#)

## **Prior Learning Assessment and Recognition**

A maximum of two upper-level courses for the minor may be completed through Prior Learning Assessment and Recognition (PLAR). Credits obtained through PLAR do not count towards UFV program residency requirements, and grades are not counted in the UFV grade point average. See UFV's [Prior Learning Assessment and Recognition policy \(94\)](#) for more information.

## **Residency**

Students must complete at least 50% of the courses required for the minor at UFV, including at least three of the required upper-level courses.

## **Course listings**

For complete details on courses see the [course descriptions](#) section.

**Memo for Program Changes**

To: CACC

From: Samantha Pattridge

Date: November 30, 2020

**Subject: Program change Professional Communication Essentials Associate Certificate**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☐ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☒ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☐ Other – Please specify:

2. Rationale for change(s): *We noted that our graduation requirement of GPA of 2.5 with no course less than a C was confusing. Students could conceivably get a C in each of two courses and a B in the third and not be eligible for the certificate, which was not the department's intent. We changed the GPA to be 2.0 to reflect the minimum grade of C in each course required for the associate certificate.*
3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes: *n/a*
4. What consideration has been given to indigenizing the curriculum? *Indigenization is addressed in each of the courses required in the associate certificate; these approaches have not been changed.*
5. Will additional resources be required? If so, how will these costs be covered? *n/a*
6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program? *There should be no impact on the number of students enrolling in the program.*
7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline? *n/a*
8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.) *n/a*

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed. [n/a](#)
10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget. [No budgetary changes.](#)

## Professional Communication Essentials associate certificate

This three-course, nine-credit associate certificate is designed for students in programs or in workplace environments that require good communication skills. The program focuses on the communication essentials of business writing and public speaking. The writing includes direct, indirect, and persuasive messages, document/webpage design, and emails, memos, letters, and reports. Public speaking includes running meetings, giving oral presentations, and working in teams.

This associate certificate is given as a completion credential. Any student successfully completing the three courses is eligible for the associate certificate. Some students might complete the associate certificate while enrolled in their current programs, while others may be admitted to UFV for the purpose of taking the certificate.

## Entrance requirements

New students should apply to [Qualifying Studies](#). Students will be required to meet the admissions requirements for the university, as well as meet CMNS course prerequisites.

Students currently enrolled in post-secondary programs are required to meet only the course prerequisites. All Communications courses (except CSM 104, CSM 108 and CMNS 115) require some proficiency with email, web-based research, and word-processing packages.

## Fees and additional costs

See the [Fees and Other Costs](#) section. Other than the \$25 graduation fee, there are no additional fees for the associate certificate. Students will be eligible for financial aid if they take all three courses in the summer.

## Program outline

| Course   | Title                                                            | Credits |
|----------|------------------------------------------------------------------|---------|
| CMNS 125 | Communicating Professionally to Academic and Workplace Audiences | 3       |

|             |                             |   |
|-------------|-----------------------------|---|
| or CMNS 175 | Writing for the Internet    |   |
| CMNS 235    | Public Speaking             | 3 |
| CMNS 251    | Professional Report Writing | 3 |

Note: CMNS 125 and CMNS 251 are offered online, as well as in classroom format.

### Undergraduate continuance

Students enrolled in undergraduate courses (courses numbered 100 or above) must maintain an undergraduate Cumulative Grade Point Average (CGPA) of at least 2.00 to remain enrolled in Good Academic Standing at UFV. Students in Good Academic Standing will have no registration limits placed on them. Failure to meet the minimum CGPA requirement will result in restrictions on registration and may eventually lead to academic suspension from undergraduate studies at UFV. Students on Academic Warning or Academic Probation are limited to registering in 10 credits. For further details, see the [Academic standing and undergraduate continuance](#) section of the academic calendar. Academic standing is governed by UFV's [Undergraduate Continuance policy \(92\)](#).

### Residency

Students must complete at least two of the three courses required in the certificate at UFV.

### Graduation requirements

~~Students must achieve a minimum GPA of 2.00 calculated on the three courses used for the program, with a minimum grade of C in any individual course, to be eligible for the associate certificate. Students must achieve a minimum completion GPA of 2.0-2.50 in the three courses to be eligible for the associate certificate, with a minimum grade of C in any individual course.~~

Students can apply and be eligible for the associate certificate retroactively to Fall 2005. All three courses must be completed within a 10 year time period.

**Memo for Program Changes**

To: Linda Pardy, Chair, CACC

From: Teresa Arróliga-Piper, Spanish, and Alan Cameron Head, Modern Languages

Date: 31 March 2021

**Subject: Program change (Spanish Language and Culture minor)**

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☐ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify: ***Change to calendar copy to make the minor in Spanish Language and Culture available to anyone completing a degree at UFV. We would like this change to be retroactive to Fall 2020.***

2. Rationale for change(s):

***This corrects a wording error from when the minor was originally approved. It was never our intent to deny access to the Spanish Minor to students outside the BA.***

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

***No change.***

4. What consideration has been given to indigenizing the curriculum?

***Spanish language and culture have been profoundly influenced by interaction with Indigenous people. This necessarily forms part of the curriculum.***

5. Will additional resources be required? If so, how will these costs be covered?

***N/A***

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?



***This change will add another degree option for students. It should increase the number of students graduating with the minor. Some BIS students about to graduate are waiting for this change to be made.***

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

***N/A***

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

***Existing classes could see higher fill rates. If additional sections are warranted, we will negotiate this with the Dean of Arts.***

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

***N/A***

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

## Spanish Language and Culture minor

UFV offers a minor in Spanish Language and Culture ~~as part of its Bachelor of Arts program~~which can be applied to any degree program at UFV. The minor offers students the opportunity to acquire the language, cultural skills, and intercultural competence needed to interact appropriately within diverse social and cultural contexts in the Spanish-speaking ~~world, and~~world and enables students to use Spanish in their academic and career plans. Designed to be international and interdisciplinary, the program draws on courses from Latin American Studies, Global Development Studies, and other programs where Spanish is a valuable skill. The program includes opportunities for experiential learning through study abroad, and practicum courses that allow students to gain international experience and become global citizens.

Students graduating with a Spanish Language and Culture minor will have attained a CEFR C Level, Proficient User designation, an international standard of language ability established by the Council of Europe.

This section specifies the minor discipline requirements only. Information on additional Bachelor of Arts requirements can be found here, including the requirements for declaring a minor. Please check the Bachelor of Arts residency section of the calendar for how many upper-level credits must be completed at UFV in order to graduate with this program.

In addition to the ~~general~~ requirements for their other degree programs, Bachelor of Arts, students declaring a minor in Spanish Language and Culture will be required to complete the following courses.

**Memo for Program Changes**

To: CACC, CAC, CWC, UEC, Senate

From: Ghizlane Laghzaoui, Department Head, Modern Languages

Date: February 5, 2020

**Subject:** Intermediate Proficiency Associate Certificate in Punjabi

1. Summary of changes (select all the apply):

- ☐ Program revision that requires new resources
- ☐ Addition of new course options or deletion or substitution of a required course
- ☐ Change to the majority of courses in an approved program
- ☐ Change to the duration, philosophy, or direction of a program
- ☐ Addition of a new field of specialization, such as a concentration
- ☐ Change in requirements for admission
- ☐ Change in requirements for residency or continuance
- ☐ Change in admission quotas
- ☐ Change which triggers an external review
- ☐ Deletion of a program not included in the Program Discontinuance policy
- ☒ Other – Please specify: Addition of an Intermediate Proficiency Associate Certificate in Punjabi

2. Rationale for change(s):

The Modern Languages department presently offers courses at the beginner and intermediate levels in Punjabi. These courses have been recently reviewed to better streamline the curriculum from first to second year, taking into account the various level of students' proficiency. Many students have already completed beginner and intermediate level Punjabi courses but unfortunately are not being rewarded for their hard work and learned skills with an Intermediate Proficiency certificate. In fact, Punjabi is the only language not recognized with a proficiency certificate.

3. If program outcomes are new or substantially changed, explain how they align with the Institutional Learning Outcomes:

Program outcomes are the same as for the already existing Intermediate Proficiency Certificates.

4. What consideration has been given to indigenizing the curriculum?

Students will be introduced to Indigenous history during class lectures. Some group discussion topics will focus on Indigenous issues in Canada.

5. Will additional resources be required? If so, how will these costs be covered?

No

6. How will students be impacted? (Indicate the projected number of students impacted.) Is the change expected to increase/decrease enrolment in the program?

This will enable students to obtain a credential recognizing their achievements in Punjabi. Consequently, it might increase enrollment in Punjabi courses.

7. Does the number of required core or elective credits from the program-specific discipline change? If so, will this change the total number of courses to be offered within the discipline?

No.

8. Identify any available resources that will be used to accommodate the program changes. (Eg. seats in existing classes, conversion of sections, timetabling changes, deletion of courses, etc.)

Seats in existing courses.

9. Is the number of required or elective courses from other disciplines in the program changing? If so, what is the estimated impact to enrolments in these courses? Provide a memo from the respective dean(s) of the impacted faculty to confirm if budgetary implications have been considered and addressed.

N/A

10. Provide a memo from the program's dean to confirm that budgetary implications of the proposed changes have been considered and will be addressed within the faculty budget.

**CWC comment and response:**

- How is a student's current proficiency assessed to see if they qualify to have the first-year requirement (i.e. 101 and 102 component) waived?

*Our instructors give oral and/or written tests to the student to make sure that he or she has the necessary skills to proceed to a higher level.*

## Proficiency certificates in Modern Languages

An Intermediate Proficiency associate certificate consists of successful completion of 12 UFV credits (i.e. two years) in a single language: 101, 102, plus two second-year courses, with a minimum GPA of 2.33.

An Advanced Proficiency certificate consists of successful completion of 20 credits in a single language, including a minimum of six credits at the 200 level and eight credits at the upper level.

For both credentials, at least 25% of the courses must be completed at UFV. Students who already have the 101 and 102 component (i.e. Grade 12 level) will be able to have the first-year requirement waived.

Some of these credentials are equivalent to proficiency standards in international language frameworks such as CEFR (Common European Framework Reference). Please consult the department for information on equivalencies for specific credentials.

Students should be aware that course availability varies and should consult with the Modern Languages Institute to confirm current course availability.

### Intermediate Proficiency associate certificates

Intermediate Proficiency associate certificates are currently available for the following languages:

#### French

- FREN 101, 102, 219, and any one of FREN 215, 216, 225, or 230, with a minimum GPA of 2.33.

#### German

- GERM 101, 102, 201, and 202 with a minimum GPA of 2.33.

## Halq'eméylem

- HALQ 101, 102, 201, and 202 with a minimum GPA of 2.33.

## Japanese

- JAPN 101, 102, 201, and 202 with a minimum GPA of 2.33.

## Mandarin

- MAND 101, 102, 201, and 202 with a minimum GPA of 2.33.

## Punjabi

- PUNJ 101, 102, 210, and 211 with a minimum GPA of 2.33

## Russian

- RUSS 101, 102, 201, and 202 with a minimum GPA of 2.33.

## Spanish

- SPAN 101, 102, 201, and 202 with a minimum GPA of 2.33.

## Advanced Proficiency certificates

Advanced Proficiency certificates are currently available for the following languages:

### French

- Completion of the requirements for the intermediate certificate in French, plus
- Any two of FREN 315, 319, 325, 330, or 345 with a minimum GPA of 2.33.

### Halq'eméylem

- Completion of the requirements for the intermediate certificate in Halq'eméylem, plus
- HALQ 301 and 302 with a minimum GPA of 2.33.

## Japanese

- Completion of the requirements for the intermediate certificate in Japanese, plus
- JAPN 301 and 302 with a minimum GPA of 2.33.

## Russian

- Completion of the requirements for the intermediate certificate in Russian, plus
- RUSS 311 and 321 with a minimum GPA of 2.33.

## Spanish

- Completion of the requirements for the intermediate certificate in Spanish, plus
- SPAN 301 and 302 with a minimum GPA of 2.33.

## Residency

At least 25% of the course work must be completed at UFV.

## Graduation requirements

Candidates who qualify to receive a UFV proficiency certificate in modern languages must be approved by the UFV Modern Languages Institute and the UFV Senate.

Students transferring to another institution before graduation should speak to the head of the Modern Languages Institute regarding the application process.

Students in any UFV program who meet the stated requirements of proficiency in a single language as outlined [above](#) may apply for the corresponding certificate or associate certificate by completing the Graduation Request form available at [ufv.ca/registrar/forms](http://ufv.ca/registrar/forms), or from the Office of the Registrar. This should be done in the first month of the final semester. The final deadline for students who wish to attend the June Convocation ceremony is April 1 of each year, with all program requirements completed by the Winter semester grade deadline (see [Important Registration Dates](#)) of each year.

## Course listings

For complete details on courses see the [course descriptions](#) section.





Number 207  
Effective Date 2013-02-15  
Next Review Date 2018-02

## UNDERGRADUATE DIRECTED STUDIES, SPECIAL TOPICS & INDEPENDENT STUDY COURSES

|                                |                                                |
|--------------------------------|------------------------------------------------|
| Approval Authority             | Senate                                         |
| Responsible Executive          | Provost and Vice-President, Academic           |
| Related Policies / Legislation | Undergraduate Course and Program Approval (21) |

### PURPOSE

This policy is to ensure a consistent approach to the scheduling and development of ~~To ensure consistency across UFV programs and departments in definition and usage of the terms “directed studies”, “special topics”, and “independent study” at the University of the Fraser Valley (UFV). To establish university-wide procedures regulating the development and scheduling of “directed studies”, “special topics”, and “independent study” courses in undergraduate programs. To facilitate curriculum flexibility and development through the use of these course programming options, while ensuring that they are used appropriately to enhance student learning.~~

### DEFINITIONS

In this policy, the following definitions apply:

**Directed studies:** an individualized research, directed reading or project-based course that is offered on an ad hoc basis and supervised by a faculty member. ~~The directed studies course name and number are included in the UFV calendar (e.g. CHEM 408: Directed Studies in Chemistry).~~

**Commented [EH1]:** This is procedural and does not need to be in the definitions.

**Special topics:** a course, ~~section that permits individual taught by a faculty member~~ ~~sections to be taught on different related topics that are is not covered in other UFV courses. The special topics course name and number are included in the UFV calendar (e.g. PSYC 491: Selected Topics in Psychology).~~

**Independent study:** a ~~course~~ section of an existing course timetabled for a student to learn course material on their own with some guidance from the instructor. Course sections timetabled as independent study are usually offered in formats that differ from the standard course delivery format.

### POLICY

Directed studies courses, special topics courses, and independent study are created and/or scheduled when feasible and appropriate to facilitate curriculum flexibility and development, and to enhance students' learning.

Directed studies and special topics course ~~outline~~ must be approved through the formal process according to the Undergraduate Course and Program Approval policy (#21) before sections may be scheduled. The content of directed studies and special topics courses must not replace nor duplicate the content of existing courses in the UFV calendar.

All directed studies, ~~special topics~~, and independent study course sections must be approved by the dean or designate before being timetabled.

**Commented [SP2]:** I suggest we have another approval level that allows special topics in particular to be shared outside the faculty – a more consultative approach. In recent years, special topics courses that overlap with other disciplines or existing courses have been scheduled.

Special topics courses are scheduled as part of the timetabling process by a department or program. The first time a special topics course is proposed, the syllabus must be approved by the UEC Screening

**Commented [LP3]:** I agree with Samantha's about special topics courses. Over the years there has been overlap.

Subcommittee to ensure that official course outline learning outcomes are addressed and that any necessary consultation has occurred.

The content of directed studies and special topics courses must not replace nor duplicate the content of existing courses in the UFV calendar.

Independent study sections of a course will not be timetabled in the same semester as regular sections of the same course on the same campus.

Only one independent study section (or multiple sections to a combined maximum of six seats) of a single course can be timetabled in a single semester.

An instructor may teach any combination of independent study and directed studies sections in a single semester, as long as the total enrollment of their sections does not exceed six. Under exceptional circumstances the dean may override this.

## REGULATIONS

### Directed Studies

- 1) A directed studies course section is initiated by a student or group of students, who identify a specific topic of interest to them and obtain the agreement of a UFV instructor to act as a supervisor for the course.
- 2) The student(s) and/or the faculty member must submit a proposal to their department or program head for approval. The proposal must contain the following elements:
  - A description of the topic to be addressed in the course
  - An overview of the project to be conducted
  - An explanation of how the proposed project fulfills the outcomes on the official course outline
  - A description of the planned format for the outcomes deliverables of the project (e.g. journal article, oral or poster presentation)
  - A description of the student and the supervisor responsibility in the course (if not stipulated in the approved department guidelines)
  - An explanation of how student work will be evaluated for grading purposes
- 3) The proposal must be approved in writing by the department or program head and submitted to the dean or designate.
- 4) A student may not enroll in more than one directed studies course in a single semester without the dean's permission.
- 5) A student may not enroll in more than one directed studies course with the same instructor. The dean or designate must approve any exceptions to this policy, and approval must be obtained prior to the student enrolling in the course(s).

### Special Topics

- 1) A special topics course offering is initiated by the instructor, who identifies a topic for the

**Commented [SP4]:** Suggest adding that if a special topic iteration (letter) is offered more than "x times," it be put forward as a new course through the course and program approval process.

course.

- 2) If the course-specific topic has not been approved by the Undergraduate Education Committee previously approved by the department, an instructor who wishes to offer a new topic in a special topics course must submit a proposed course outline-syllabus to their department head. The course outline-syllabus must contain:
  - a. A rationale for the topic (including an explanation of why the subject of the course is appropriate for a special topics course)
  - b. A description of learning outcomes for the topic in accordance with with an explanation of how they fit within the approved learning outcomes of the official course outline
  - c. A description of how student performance in the course will be evaluated, including weightings for evaluation components
- 3) The approval of the department or program must be obtained for the is topic offered in this special topics course.
- 4) Generally, each separate offering of a special topics course will be distinguished with an alphabetical identifier after the course number (e.g. BUS 307CA, BUS 307DB). If the same version of a special topics course is offered more than once, the alphabetical identifier previously assigned to that version will be used.
- 5) Departments or programs may limit the number of special topics courses an individual student can take, and/or limit the number of special topics courses an individual student can use for program credit.

**Commented [SP5]:** The letters A and B are reserved for courses that are continuing over two semesters. Special topics normally begin with "c."

## Independent Study

- 1) The idea of offering a course in the independent study format should come from the department head or director who should discuss it with the instructor involved and the dDean.
- 2) The program or department head or director and the dDean or designate must give their approval for an independent study section to be timetabled.

**Commented [SP6]:** I don't like this wording much. Perhaps "The proposal for offering a course in an independent study format should come from the department head or director..."

**Commented [LP7R6]:** Samantha's wording is much better. I might even be so bold as to say that an IS course is generated by the department in consultation with enrolment planning.

## Course Numbering

For course numbering information, refer to <https://www.ufv.ca/registration/how-to-register/course-numbering/http://www.ufv.ca/admissions/studentrecords/> in the Student Records Information section.



## MEMO

To: Samantha Pattridge, Chair, UEC  
From: Bruce Kirkley, Associate Director, Program Development and Quality Assurance  
Date: 16/04/2021  
Re: Revised Templates for Non-Degree Program Proposals

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The Program Development and Quality Assurance office has revised the templates for the concept paper and full proposal for non-degree programs. The revisions are designed to simplify and align both templates to facilitate the work of program developers.

Please note that the requirements for non-degree proposals are set by the Ministry of Advanced Education and Skills Training, so while the university has some flexibility, we nonetheless need to ensure that all the required components are addressed. I've included the AEST's guidelines (see pages 3-5) and template for your information.

As per regulation 9 in the [Undergraduate Course and Program Approval policy](#), the templates are submitted for review and approval: "Guidelines and templates in support of this policy will be administered by the Chair, Vice-Chair, and Assistant of the relevant committee."

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**Concept Paper Guidelines and Template for New Non-Degree Programs**

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*The concept paper serves as an indication of a program working group's (PWG) initial thinking on key issues related to the development of a proposed program. This template should be used for all new non-degree programs, (i.e., diplomas, certificates, associate certificates).*

*Please consult the Program Development and Quality Assurance office [website](#) for additional information and resources.*

**Maximum Length:** five to eight pages (excluding appendices, if required).

**Summary Description of Program**

- A. Credential to be awarded
- B. Number of credits
- C. Program length (in years or semesters)<sup>1</sup>
- D. Projected start date
- E. Administrative responsibility
  - a. Name the faculty or college that will have administrative responsibility for the program.<sup>2</sup>
- F. Program summary:
  - a. Brief statement describing program goals and learning outcomes;<sup>3</sup>
  - b. Brief description of proposed curriculum.

**Student Benefit and Demand**

- A. Benefit to Students
  - 1. Explain how the program will address UFV's institutional learning outcomes.
  - 2. Identify the anticipated educational and/or employment opportunities available for graduates of the program.
  - 3. Briefly explain how the program will provide the knowledge and competencies graduates will need to pursue their employment, professional and/or educational goals.
- B. Student Demand
  - 1. Identify the student audience the program will most likely attract, and indicate where the target students will most likely come from.
  - 2. Outline a plan for gathering reliable evidence to demonstrate student demand.

Institutional Mandate / Capacity

- A. Institutional Mandate and Strategic Priorities
  - 1. Provide a brief explanation of how the proposed program will support UFV's mandate to serve the post-secondary educational needs of the Fraser Valley region.
  - 2. Indicate how the proposed program will contribute to UFV's current academic and strategic plans. (Consult UFV's key planning documents (i.e., [Vision](#), [Mission](#), [Values](#), [Integrated Strategic Plan - IYAQAWTWX \(House of Transformation\)](#), [EDI Action Plan](#), etc.) and identify the institutional priorities the program will support.)
  - 3. Indicate how the program will contribute to UFV's Indigenization goals.
- B. Institutional Capacity
  - 1. Faculty Capacity
    - a. Identify the permanent faculty members who will be responsible for delivering the new program, and briefly outline their qualifications for offering the proposed program.
    - b. Identify any gaps in the faculty expertise or numbers that will need to be filled to offer the proposed program, and indicate how the program area intends to address the gaps.
  - 2. Administration
    - a. Identify the administrative support the program will require and briefly outline any new resources that may be required.
  - 3. Library Resources
    - a. Indicate whether existing library resources will be sufficient to support the program, and if not, what new resources will need to be acquired.<sup>4</sup>
  - 4. Physical Space and Equipment
    - a. Indicate whether the space and equipment requirements for the proposed program are currently available and, if not, identify any anticipated needs for additional resources.

Labour Market Outlook

- 1. Briefly identify the anticipated employment opportunities available for graduates of the proposed program and indicate the minimal level of credential required to gain employment in occupations most relevant to the program.
- 2. Outline a plan for providing evidence of labour market needs.

System Coordination and Consultation

- A. Internal Context
  - 1. Describe how the proposed program builds on and/or complements existing UFV programs, or provide a brief rationale for establishing a completely new program.
  - 2. Indicate if the program will ladder with existing UFV programs.
- B. System Context
  - 1. Briefly indicate what will differentiate the proposed program from all other related programs in the province, or provide a brief rationale explaining why UFV should establish a program similar to others currently available in the province (particularly in the Lower Mainland).

**C. System Consultation**

1. Briefly outline a plan for consultation both internally, with areas relevant to the proposed program, and externally, with other institutions in the province that offer similar or related programs.

**D. Other Consultation**

1. Briefly identify the plans for consultation with other external stakeholders, including professional associations, municipal councils, employers, etc.
2. Indicate if an external program advisory group will be created for the program proposal and briefly describe its composition.

**Program Working Group<sup>5</sup>**

1. List the members of the PWG and the reasons for their selection.
2. Include brief biographies for PWG members in an appendix.

**Timetable for Development, Review/Approval, and Implementation****A. Provide timelines for development, review/approval, and implementation of the program.**

*By requesting approval of a concept paper, you are notifying the institution of your commitment to develop the proposed program, and to do so in a timely fashion in order to allow for budget and enrolment planning. The Program Development and Quality Assurance office will work with the dean and the program working group to set a realistic date when the program will be launched. This will include a reasonable timetable for development of the full program proposal, internal and external review and approval, and implementation. The latter should take into account, for instance, inclusion in the Academic Calendar after approval, timetabling of courses needed for the program, advertising and marketing, and recruitment cycle for International students (October to May).*

*Significant delays in meeting key landmarks (for instance, entering the review and approval stage of the process) could lead to being asked to submit a revised timetable or withdraw the program from the planning process. The annual Program Report and Plan will include status reports on programs in development.*

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<sup>1</sup> All programs are expected to be structured to ensure timely completion by students (e.g., 2 years of full-time study for a 60-credit diploma program; two semesters for a 30-credit certificate program). Completion time needs to be indicated only if it is a defining feature of the proposed program, for instance:

- for a program primarily aimed at international students, a minimum length of time might be advisable to facilitate immigration;
- some programs may be conceived to be delivered exclusively, or primarily, in an accelerated format;
- programs that build on an earlier credential, in a laddering model, would have a shorter completion time than suggested by the number of credits (“two semesters, post-certificate”).

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<sup>2</sup> In the case that a program draws resources from more than one Faculty/College beyond the provision of service courses, the Deans involved will decide who will assume administrative responsibility for the program and whether administrative responsibility will be shared by more than one Faculty/College. The Faculty/College and Dean that has administrative responsibility will have approval authority at the relevant stages of the program approval process.

<sup>3</sup> Even though the learning outcomes presented in the concept paper are likely to be refined as the curriculum structure and content take shape, they should inform the design of a program at the outset. Given the employment, professional, educational goals to be met by the program, what knowledge and competencies will the graduates of this program possess upon completion of the program? (Phrase your program outcomes as "Upon completion of this program, graduates will be able to: ...").

<sup>4</sup> A full Library Assessment will be completed as part of the full program development; however, please indicate if the program will require the acquisition of new resources beyond what would fall within the area's annual library allocation.

<sup>5</sup> The PWG should consist of a minimum of three faculty members with teaching and/or research expertise in the subject area. Normally, PWG members should be permanent UFV faculty members. If a new program is entirely discipline-based, at least one additional member from another discipline with teaching and/or research expertise in the subject area or a related area should be included. Note that only approved PWGs can develop and present Concept Papers for approval.





(NON-DEGREE PROGRAM PROPOSAL TEMPLATE)

Full Program Proposal

Program Name

**UNIVERSITY OF THE FRASER VALLEY**

Department

Faculty

Submitted to: (e.g., name of committee)

Date:

*©name of PWG*

*This material is for internal distribution and use only*

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*Program Name, submitted to (name of committee)*

*Date 2*

**Institution, Program and Credential Identification****Name of Institution:**

University of the Fraser Valley

**Faculty/College:****Credential to be awarded:****Number of credits****Program length:****Proposed start date:****Rationale for the credential:**

|                                      |               |
|--------------------------------------|---------------|
| <b>Chair, Program Working Group:</b> | <b>Title:</b> |
| <b>Phone:</b>                        | <b>Email:</b> |
| <b>Dean:</b>                         | <b>Email:</b> |

**Institutional contact person:<sup>1</sup>**

---

<sup>1</sup> Applies only for programs submitted for external peer review through online Post-secondary Institution Proposal System/PSIPS.

Program Name, submitted to (name of committee)

Date 3

## Executive Summary

- *Summarize the purpose of the proposal, and outline the key objectives and outcomes of the proposed program in one or two pages (500 words maximum).*

## Program Description

### **Institutional Mandate and Strategic Priorities**

- *State the goals and objectives of the new program.*
- *Explain how the proposed program supports UFV's mandate to serve the post-secondary educational needs of the Fraser Valley region.*
- *Describe how the proposed program will contribute to UFV's current academic and strategic plans. Consult UFV's key planning documents (i.e., [Vision](#), [Mission](#), [Values](#), [Integrated Strategic Plan - IYAQAWTWX \(House of Transformation\)](#), [EDI Action Plan](#), etc.).*
- *Explain how the program will contribute to UFV's Indigenization goals. Consult [Lálém ye mestíyexw: Re-envisioning a Structure for Indigenization](#).*

### **Student Demand**

- *Identify the student audience the program will most likely attract, and indicate where the target students will most likely come from.*
- *Provide an estimate of the annual program enrolments needed to sustain the program.*
- *Summarize the evidence gathered to demonstrate student demand (attach enrolment data and/or student surveys in appendices).*

### **System Coordination / Program Duplication**

- *List programs at other British Columbia post-secondary institutions that contain similar content, or have similar objectives.*
- *Briefly describe what will differentiate the proposed program from other related programs in the province, and/or provide a brief rationale explaining why UFV should establish a program similar to others currently available in the province (particularly in the Lower Mainland).*
- *Describe how the proposed program builds on and/or complements existing UFV programs, or provide a brief rationale for establishing a completely new program.*
- *Indicate if the program will ladder with existing UFV programs.*

*Program Name, submitted to (name of committee)*

*Date 4*

**Labour Market Outlook**

- *Identify the anticipated employment opportunities available for graduates of the proposed program.*
- *Provide evidence of labour market demand. (This information will vary depending on the goals and purpose of the program and could range from a comprehensive labour market analysis, a survey of current job openings, or letters of support from potential employers.*

**Curriculum****Learning outcomes**

- *Identify the program learning outcomes and briefly explain how they address the program's goals and objectives.*
- *Explain how the program learning outcomes will support students in meeting UFV's institutional learning outcomes.*
- *Explain how the outcomes provide the knowledge and competencies graduates will need to pursue their employment, professional and/or educational goals.*

**Program/course structure**

- *Present the program and course structure (a grid showing the courses per semester is sufficient here.*
- *Provide calendar copy for the program in the appendices.*

**Provincial, national and/or international certifications and standards**

- *If applicable, identify the provincial, national and/or international certifications and standards achieved in the new program. If the program proposal is aimed at putting students into practice, and that practice requires a license for which the students qualify directly from the program (or from an examination directly after the program), indicate whether you are in contact with the appropriate accrediting body, and whether or not you are seeking accreditation.*

*Program Name, submitted to (name of committee)*

*Date 5*

## Program Consultation and Evaluation

### System consultation<sup>2</sup>

- *List the provincial post-secondary institutions consulted about the program, and provide details such as key areas of discussion, dates, and individuals involved.*

### Other Consultation

- *Provide a list and summary of the nature of all other consultations, including professional associations, municipal councils, employers, post-secondary institutions in other jurisdictions, trade groups, etc. Include any written comments in an appendix.*
- *If applicable, describe the composition of the industry advisory committee created for the program. Describe how the committee will help ensure the program remains up-to-date and meets employer and student needs in future years.*

### Student Loan Eligibility

- *State whether the program meets the eligibility requirements for the StudentAid BC program. See Chapter 2: Program Eligibility, [StudentAid BC Policy Manual](#) (Ministry of Advanced Education).*

### Program Review

- *Indicate the policies/procedures for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented.*

### Safety and Risk Management

- *Indicate whether safety and other risk management factors have been addressed where appropriate.*

---

<sup>2</sup> Note: ALMD (Advanced Education and Labor Market Development) should be consulted on Health-related programs: The provincial government is the key employer in the health field, and as such, it is important that ALMD be consulted with regard to the development/implementation of non-degree programs in this field. ALMD works with post-secondary institutions to respond to British Columbia's Health Human Resources (HHR) Plan with health program expansion, and therefore needs to endorse any related proposals prior to implementation.

### Admission and Transfer

- *Outline how students' will be able to access the program through transfer-in of credits from other post-secondary institutions (course to course or block/program transfer), including reference to any possible transfer from high school courses and programs.*
- *Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution.*
- *Indicate how students will be able to ladder into related degree-level programs, if applicable.*

### Other

- *Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal.*

### Appendices

- *Compile all appendices required for the proposal in a separate document. Below are some of the most frequently used appendices; there may be others relevant to your proposal.*
- *Please list appendices in the order they are referenced in the body of the proposal.*
  - Calendar Copy
  - Full Course Outlines (for new and significantly revised courses if not already published in the UFV Academic Calendar)
  - Budget Analysis (if applicable)
  - Library Assessment (contact the library for this) – does not necessary apply to short certificates
  - Comparable Programs
  - Labour Market Information
  - Student Surveys
  - Institutional and Program Learning Outcomes Map
  - Letters of Support

*Program Name, submitted to (name of committee)*

*Date 7*

## **ON-LINE NON-DEGREE PROGRAM REVIEW PROCESS Overview and Proposal Guidelines**

### **Overview**

Prior to 2003, review of new non-degree proposals by public post-secondary institutions in British Columbia was directed by the Ministry of Advanced Education, Skills and Training (AEST) (formerly the Ministry of Advanced Education) through its Non- Degree Program Review (NPR) process. In 2003, following consultation with the post- secondary system, the government announced the creation of a new on-line Post-secondary Institution Proposal System (PSIPS) that would allow for a peer consultation process.

The PSIPS peer review process engages post-secondary system and partners through the use of technology. In this process, the ultimate decision with respect to the implementation of new non-degree program proposals rests with the institution's Board of Governors. Key features of the process are on-line peer consultation that affords all institutions the opportunity to offer comments, and provisions for monitoring by the Ministry after program implementation.

The primary objectives of the on-line program review process are to ensure that:

- the provincial post-secondary system continues to develop and offer high quality non-degree programming, through the benefits of peer consultation;
- institutions become aware of program developments at other institutions;
- institutions have autonomy and flexibility in the development of new programs;
- institutions become aware of program eligibility for student financial assistance; and,
- the Ministry fulfils its responsibilities for quality programming throughout the system by monitoring the process as needed.

Institutions developing proposals (the proponent institutions) for system-wide review are requested to follow the proposal format, which is outlined in the next section, "Proposal Guidelines", in order to ensure a consistent system-wide approach that will assist in the ease of review, and to ensure that all key issues relating to developing program proposals are addressed.

Presidents of the proponent institutions are responsible for determining when to begin the peer consultation; normally, this will occur after a review by the Education Council, and before a review by the Board of Governors. Presidents may wish to consult with the Education Council Chair before posting a proposal that has not been reviewed by the Council. Individual institutional processes, timing issues, the type of program, and the quality of the proposal should be taken into account when making the decision to put the proposal forward for peer consultation.

The peer consultation is achieved on-line through the PSIPS website:

[http://sam.educ.gov.bc.ca/servlet/page?\\_pageid=55&\\_dad=sam&\\_schema=SAM](http://sam.educ.gov.bc.ca/servlet/page?_pageid=55&_dad=sam&_schema=SAM). General information about the on-line PSIPS process, including the guidelines, is publicly available at <http://www.aved.gov.bc.ca/degree-authorization/>. However, the rest of the website

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information, including institutional proposals and feedback on proposals, is password protected and limited to the contact person at each institution, and the Ministry.

The website, using an electronic distribution list, notifies all contact persons in other institutions (the reviewing institutions) when a new non-degree program proposal is posted on the web. All reviewing institutions are invited to participate by posting feedback on the website within 30 calendar days. In some cases, reviewing institutions will have faculty or departments that have a significant interest in a proposal, and will participate fully in commenting on the proposal. In other circumstances, institutions may not respond or comment.

It should be noted that the peer on-line consultation process is in addition to any preliminary consultations that may have already occurred with other public post-secondary institutions during the actual development of the program proposal.

Institutional presidents are responsible for identifying the appropriate contact person for the on-line non-degree PSIPS process, and for ensuring that this information is kept current for the website. In most cases, it is expected that the senior instructional officer will fulfill this role. Responsibilities include:

- Proponent Institution: the contact person is responsible for ensuring that the president has formally endorsed the program for the review process; and, for coordinating an institutional response, as appropriate, to feedback received from other institutions after the peer consultation process.
- Reviewing Institution: the contact person is responsible for forwarding the proposal to the appropriate faculty member for review; and, for authorizing and posting formal institutional comments on the website.

Comments and feedback posted on the website for institutional proposals will be available to contact persons at reviewing institutions.

Proponent institutions are requested to consider all formal feedback and recommendations from the system (i.e. posted on the website), although the final decision regarding how the proponent institution proceeds with implementation rests with the Board of Governors of that institution.

Proponent institutions are requested to post at the earliest opportunity their response to the peer consultation and their decision with respect to next steps. The results may take various forms depending on the nature of the comments received, including a revised proposal, or a summary of the comments received. Additionally, when (or if) the program is implemented, institutions are also requested to indicate this information on the website.

The posting of these results, including implementation timing, is an important step that will signal the process is complete for a particular proposal, and will allow other institutions to be aware of the status of proposals after having the opportunity to comment. In addition, StudentAID BC in AEST may use the implementation results as a reference in considering requests for student financial assistance for new non-degree programs.

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(See Appendix 1 for a flowchart of the PSIPS New Program Review Process.)

### **Proposal Guidelines for Proponent and Reviewing Institutions**

All public institutions are expected to participate in the on-line non-degree program review process for new non-degree *credit* programs, *except* for certificate programs that do not “ladder” into diploma programs. Eligible programs include:

- New fields of study
- New credentials, including post-baccalaureate and post graduate certificates and diplomas
- Options developed in existing programs that will be recognized on students’ transcripts
- Major program revisions that warrant an internal review or institutional approval. Determination about what constitutes a major program revision is left up to the institution.
- Programs originally established as credentials offered outside the province, but are later offered within the province by a British Columbia institution.

This process is not required for certificate programs that do not ladder into other credentials. However, if the institution wants to ensure that students are eligible to apply for student financial aid, the certificate must be approved by the institution’s Education Council, and must meet all other program eligibility requirements outlined under StudentAid BC’s “Program eligibility and program code search” at:

<http://www.aved.gov.bc.ca/studentaidbc/schoolofficials/welcome.htm>.

To ensure a standard, system-wide approach to the review of non-degree proposals, submitted proposals should contain the following:

1. Electronic Covering Letter from Institutional President
2. Executive Summary
3. Institutional, Program, and Credential Identification
4. Program Description
5. Curriculum
6. Program Consultations and Evaluation
7. Admission and Transfer
8. Other

Below is a brief summary of the contents of each section suggested for organizing non-degree program proposals. In some cases, the need for sub-sections will be self-evident:

#### **Executive Summary**

- Summarize the purpose of the proposal; and
- Outline the key objectives and outcomes of the proposed program in one or two pages.

#### **Institution, Program and Credential Identification**

- Identify the institution awarding the credential. If the program has been jointly developed and the credential to be jointly awarded, please indicate at this point and briefly state the contributions and roles of each institution.
- Provide the title of the program.

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- State the credential that will be awarded to program graduates (see Appendix 2 for current credential definitions and guidelines on credential nomenclature).
- Provide the rationale for the credential.
- If the proposal includes a credential that is new to the institution or the provincial system, proponents should first consult with other institutions that may be affected, and with the Ministry. An outline of these consultations should be included in the proposal.
- Provide the name, title, phone number, and e-mail address of the institutional contact person in case more information is required.

**Program Description**

- State the goals and objectives of the new program, and describe how it will contribute to the mandate and future plans of the institution.
- Identify the specific student audience(s) for this program and include the following:
  - Evidence that this student audience is not currently being served with existing offerings in the region of the institution
  - Evidence of student demand
  - Anticipated annual enrolments for the program
- Where appropriate, provide a list of programs that exist at some of the other British Columbia institutions that may contain similar content, or have similar objectives. Explain how the institution has satisfied itself that there is not unnecessary duplication in the system.
- Outline the anticipated time commitments for students to complete the program (in years or semesters).
- Provide evidence of labour market demand. This information will vary depending on the circumstances and could range from a comprehensive labour market study to an informal survey consisting of letters of support from potential employers. This section should include a discussion regarding the anticipated employment destination for graduates from the proposed program, and the current labour market supply in the occupational area(s).

**Curriculum**

- Describe the skills, knowledge, attitudes, or other attributes students will develop from the new program.
- Describe the program/course structure.
- Where appropriate, identify the provincial, national, and/or international certifications and standards achieved in the new program. If the program proposal is aimed at putting students into practice, and that practice requires a license for which the students qualify directly from the program (or from an examination directly after the program), the institution should indicate whether they are in contact with the appropriate accrediting body, and whether or not they are seeking accreditation.

**Program Consultations and Evaluation**

- List the other provincial post-secondary institutions consulted about the proposed program and provide details of the discussions such as key areas of discussion, dates, and individuals involved.
- AEST should be consulted on:

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*Health-related programs:* The provincial government is the key employer in the health field, and as such, it is important that AEST be consulted with regard to the development/implementation of non-degree programs in this field. AEST works with post-secondary institutions to respond to British Columbia's Health Human Resources (HHR) Plan with health program expansion, and therefore needs to endorse any related proposals prior to implementation.

- Provide a list and summary of the nature of all other consultations, including professional associations, municipal councils, employers, post-secondary institutions in other jurisdictions, trade groups, etc. Include any written comments in an appendix.
- If applicable, describe the composition of the industry advisory committee created for the program. Describe how the committee will help ensure the program remains up-to-date and meets employer and student needs in future years.
- State whether or not the program meets the program eligibility requirements as outlined under StudentAid BC's "Program eligibility and program code search", at: <http://www.aved.gov.bc.ca/studentaidbc/schoolofficials/welcome.htm>.
- Indicate what policies and procedures are planned for ensuring program quality and evaluation once the program has been implemented.
- Have safety and other risk management factors been addressed where appropriate?

#### **Admissions and Transfer**

New program proposals should include:

- a plan to ensure students' ability to access the program through transfer-in of credits from other post-secondary institutions (course to course or block/program transfer), including reference to any possible transfer from high school courses and programs;
- a description of how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution; and,
- a determination of whether students will be able to ladder into related degree-level programs.

#### **Other**

- Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal.

In completing the program proposal, each institution is to decide the depth and breadth of information to be provided. Institutions should review the Ministry monitoring process before finalizing proposals to ensure that these issues have been addressed in their package.

Proposals for revisions or enhancements of an institution's existing program may not require responses in all sections. In such cases, the proponent institution may choose to give very brief responses, or simply to indicate that a question or issue is "not applicable" to the proposal. To facilitate the process, institutions should use conventional curriculum and industry terminology when describing their program proposals. It is also suggested that submissions should not exceed 20 pages; additional or detailed information may be included as appendices.

The Non Degree Template is available for download in the Guidelines/Templates section of PSIPS.

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### **Ministry Monitoring Process**

#### **Overview**

The Ministry has established a mechanism to monitor the PSIPS On-line Non Degree Program (NPR) process as part of AEST's accountability in ensuring a high quality post-secondary system that responds to the social and economic needs of the province.

The Ministry is interested in two main areas:

1. *Institutional monitoring.* This will involve a review to determine adherence to the NPR guidelines, such as ensuring that institutions have submitted all new and significantly revised credit programs to the website for peer consultation. The Ministry considers that such monitoring is important given the shift from a Ministry approval process to a peer consultation, with final program approval resting with the Board of Governors at each institution.
2. *Proposal monitoring.* This will involve an assessment of the quality of individual new programs in the post-secondary system. It should be noted, however, that the Ministry is not interested in making educational judgments that should be made by the appropriate institutional faculty and administrators. Instead, the Ministry is interested in ensuring that sound evidence and documentation illustrates that judgment has been made to ensure quality programs, and that programs are geared to providing a responsive, relevant and integrated post-secondary system.

There is no intent to review all institutions or all proposals within a given period of time. Rather, the Ministry will initiate reviews as needed, either on a random basis, or in the event that issues arise in the system necessitating a review. In addition, StudentAid BC, within AEST, may review programs as needed for student financial assistance eligibility purposes. These reviews may be carried out by Ministry staff, contractors, or by a group of system-level officials.

The Ministry will work closely with institutions selected for monitoring. Results of the monitoring process will be confidential for the institution(s) involved. The Ministry's response to institutions after monitoring will depend on the findings. Since institutional Boards of Governors are ultimately responsible for making determinations with respect to program implementation, it is expected that the responses will be directed to them.

As and when appropriate, AEST will post on the website general results of the monitoring process to provide the system with an update on how well the new on-line NPR is functioning. Specific institutions and programs will not be referenced.

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### **Ministry Monitoring Process**

The following highlights the areas that will be considered in the two kinds of monitoring process. It should be noted, however, that the factors considered may vary from the following list depending on the circumstances. For example, the approach taken when monitoring a proposed program that requires approval of a recognized accrediting body will be different from monitoring a program without such a requirement.

#### ***1. Elements of Monitoring Institutions***

Has the institution submitted all eligible proposals for the on-line PSIPS non-degree review?

Has the institution used the spirit of the PSIPS NPR guidelines proposal format?

Has the institution taken note of, and where appropriate, adopted the formal suggestions made by colleagues in other institutions which were posted on the website during the peer consultation process?

If the institution has not adopted these suggestions, has it documented why it has not done so?

If the institution implements the program, has it been implemented as stated?

Has the institution established a process to evaluate the success of the program after a reasonable point in time?

#### ***2. Elements of Monitoring Program Proposals***

##### **Program Relevance**

Does it appear that the institution has adopted the appropriate credential for the program, based on the generally accepted standards for British Columbia?

Is there evidence that the institution engaged in a consultation process appropriate for the program proposed?

If industry-specific standards or training guidelines exist, have they been incorporated into the program?

If applicable, was an industry advisory committee created to assist with program development?

##### **Program Responsiveness**

Is there evidence that regional and/or provincial labour market demand for this program has been established?

Is there evidence that student demand for this program has been established?

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Is there evidence that the education/training provided in the program is commensurate with its goals and the kinds of jobs graduates may expect upon finishing the program?

**Curriculum Quality**

Has the proposal received endorsement from the institution's Education Council on the educational components of the program?

Have the learning environment and methodologies been developed so as to achieve the intended outcomes for the program?

Where appropriate, does the proposal incorporate national, provincial and/or industry standards?

**System Rationalization**

Where applicable, were consultations held with other institutions that offer similar programs in the same region or catchment area?

If the proposed program appears to be a duplication of existing programs in the region, please explain the features, such as diversification or waitlists, that justify offering it.

**System Coherence**

Is there evidence that the proposal deals with the articulation of the program with:

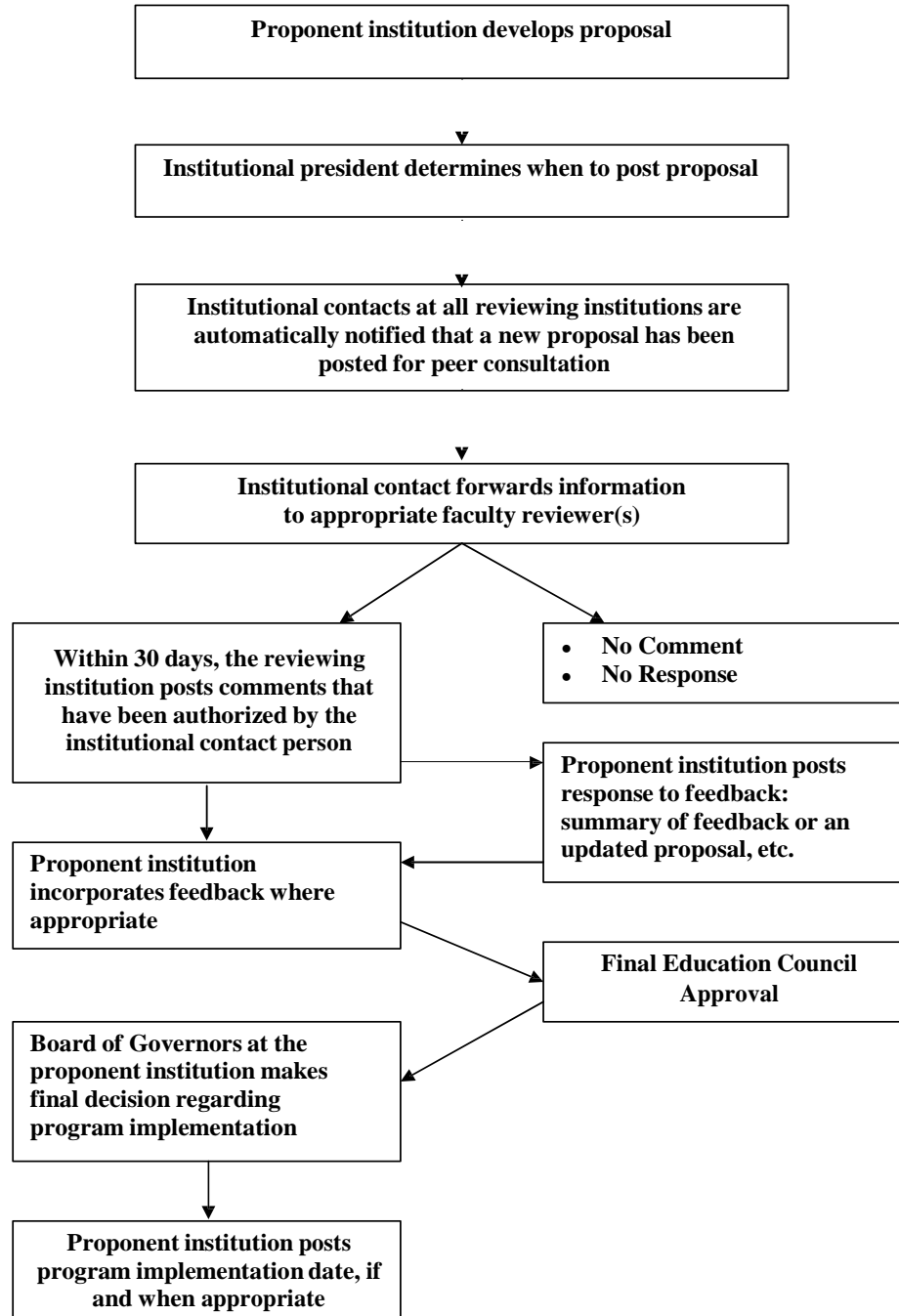
- high school courses and programs?
- other programs at the institution?
- other post-secondary programs across the province, including the transferability of credits towards a related degree level program?

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**Appendix 1 – Online New Program Review Process**

The flow chart below outlines the steps in the PSIPS NPR Process model for a peer consultation of non-degree program proposals.



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**Appendix 2 – Credential Nomenclature**

While the British Columbia public post-secondary system does not have a uniform credentialing scheme, the following set of provincial credential names and definitions are generally recognized in the system:

*Certificate* - Certificate programs usually involve one year or less of study.

*Advanced Certificate* - The Advanced Certificate is offered to students who already have a at least a certificate and complete additional specialized courses.

*Diploma* - The diploma normally involves two years of study in a career, technical, or academic program.

*Associate of Arts Degree and Associate of Science Degree* - These Associate Degrees are two-year transfer credentials offered by Colleges and University Colleges in British Columbia. They consist of two years of prescribed study in university transferable academic courses.

*Advanced Diploma or Post Diploma* - The Advanced Diploma or Post Diploma is awarded following an additional year of study after graduation from at least a two-year diploma program.

*Post Baccalaureate Diploma* - The Post Baccalaureate Diploma involves one or two years of specialized study in a certain discipline following the completion of a Bachelor's degree. (If circumstances warrant it, institutions can waive the degree prerequisite.) This credential is sometimes also called *Post-Graduate Diploma*, *Post-Degree Diploma* and *Graduate Diploma*.

To ensure system consistency under the non-degree peer review process, institutions planning to diverge from these generally accepted credentials definitions should first consult the Ministry.

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### **The New Program Proposal Template**

The *New Program Proposal Template* emerged from the *On-Line Non-Degree Program Review Process: Overview and Proposal Guidelines* document that was sent to institutions by way of introducing the on-line New Program Review (NPR) process. The *Proposal Template* is designed so that institutions can insert the information for new proposals directly into the document. Where a category is not applicable, institutions should indicate this. The document is in MS Word so that it may be copied and saved by the institution on a local drive.

Though not required to use the *Proposal Template*, institutions may find it effective in helping to ensure that all necessary information has been included in the proposal, and in a format familiar to other users. The full outline of suggested content as provided in the *Overview and Proposal Guidelines* document is included as an appendix for convenient reference.

**Non-Degree Program Proposal**

|                                               |
|-----------------------------------------------|
| <b>Name of Institution:</b>                   |
| <b>Title of Program:</b>                      |
| <b>Credential to be awarded to graduates:</b> |
| <b>Length of Program:</b>                     |

|                               |               |
|-------------------------------|---------------|
| <b>Institutional Contact:</b> | <b>Title:</b> |
| <b>Phone:</b>                 | <b>Email:</b> |

**Executive Summary:**

|                                              |
|----------------------------------------------|
| <i>Summarize the purpose of the proposal</i> |
|----------------------------------------------|

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| <i>Outline the key objectives and outcomes of the proposed program in one or two pages</i> |
|--------------------------------------------------------------------------------------------|

**Program Rationale:**

|                                             |
|---------------------------------------------|
| <i>Provide rationale for the credential</i> |
|---------------------------------------------|

**Program Description:**

|                                                          |
|----------------------------------------------------------|
| <i>State the goals and objectives of the new program</i> |
|----------------------------------------------------------|

|                                                                 |
|-----------------------------------------------------------------|
| <i>Identify the target student audience(s) for this program</i> |
|-----------------------------------------------------------------|

|                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|
| <i>State how the institution satisfied itself that there is not unnecessary duplication in the system</i> |
|-----------------------------------------------------------------------------------------------------------|

**Non-Degree Program Proposal**

*Provide evidence of labour market demand*

**Curriculum:**

*Describe the skills, knowledge, or other attributes students will develop from the program*

*Describe the program/course structure*

*Identify the provincial, national and/or international certifications and standards achieved in the new program, if applicable*

**Program Consultations and Evaluation:**

*List the other provincial post-secondary institutions consulted about the proposed program*

*Provide a list and summary of the nature of all other consultations*

*State whether or not the program meets the program eligibility requirements as outlined at [www.bcsap.bc.ca](http://www.bcsap.bc.ca) under the “School Officials” icon*

*Indicate what policies/procedures are planned for ensuring adequate depth and breadth of ongoing review and evaluation once the program has been implemented*

*Indicate whether safety and other risk management factors have been addressed where appropriate*

**Non-Degree Program Proposal**

**Admissions and Transfer:**

*Indicate how the institution plans to ensure students' ability to access the program through transfer*

*Describe how students will be able to transfer out of the proposed program into other programs within the same institution or at another institution*

*Indicate how students will be able to transfer into related degree-level programs, if applicable*

**Other:**

*Include any additional information not addressed in the sections above that may be helpful in better understanding the major components of the proposal*

**From:** UFV Secretariat

**Sent:** April-15-21 11:36 AM

**Subject:** Updated Senate Bylaws and Reverse Voting and Senate Standing Committees

Good morning,

At Senate's March 19<sup>th</sup>, 2021 meeting the Senate Bylaws were updated to include how Senate and its Standing Committees handle voting for virtual meetings. This is now part of the Senate bylaws (see below) and it is no longer necessary to pass a motion at each virtual meeting regarding the voting process. There is an ongoing expectation to take attendance and for larger committees this might require a roll call.

VII Procedures for Meetings

*H. ... For virtual meetings, Senate employs a "reverse voting" procedure. This procedure first makes a call for those voting "no" on the motion, then abstentions, with the balance of senators to have voted in favour of the motion. In the case where a senator votes "no" on a motion, the listing of voting senator's names will be called and each asked individually to state their vote.*

If you have any questions regarding this process please reach out to the Secretariat office at [UFVSecretariat@ufv.ca](mailto:UFVSecretariat@ufv.ca)

**Marlene Affleck, BA**

**Executive Assistant, University Secretary**

Cell: 604-612-2924

<http://www.ufv.ca/senate/>

(she, her)



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