COURSE UNIT BOOKLET POLICY

Approved	Academic Board
Approval Date	29/3/2021, 1/2/2017, 2/11/2015, 7/2/2011, 13/10/2008
Date for Review	March 2026
Responsible Officer	Academic Director
Author / Role	P Bolt (Academic Director), E Hibbert (Academic Director), N Holm (Director of Coursework), Discipline Coordinators
Related Documents (explicitly cross-referenced)	
Higher Education Standards (2015)	
National Code (2018) (if directly relevant)	

PURPOSE

To ensure that students, teaching staff, administrators, Discipline Coordinators, committees, and external accrediting bodies are provided with, or have access to, clear and consistent documents that provide information about Sydney College of Divinity coursework units in a format that guides learning, teaching, comparison between teaching bodies, and enquiry into the quality and content of learning and teaching within the SCD.

DEFINITIONS

Course Unit Outline: the outline of a course unit that has been approved by Academic Board and Council, thereby attaining proper accreditation, before being posted on the SCD website for access to appropriate persons.

Course Unit Booklet: a booklet prepared by a teacher within a teaching body. Although it is a particular interpretation, amplification and extension of the Course Unit Outline that expresses the theological values of the teaching body and meets the needs of its stakeholder, it is consistent with the SCD Course Unit Outline.

SUMMARY

The Course Unit Outline forms a baseline for the manner in which teaching bodies design their Course Unit Booklets. On the basis of the Course Unit Outline, teaching bodies develop their Course Unit Booklet to ensure that their teaching is consistent with their own theological values. This combination of CUO and CUB enables the expression of the variety of theological emphases that exists within, and is valued by, the SCD.

A Course Unit Booklet guides student learning. It provides students with concise information about a coursework unit. It includes the curriculum objectives, learning outcomes, structure, assessment, and other requirements of the unit. It provides students with information about what they can expect from the unit and what is expected of them as they undertake the unit. It expresses the commitment of the teaching body and the SCD to the student and it forms an integral part of the SCD's quality assurance process for its teaching and learning activities.

For teachers, developing a Course Unit Booklet and reviewing it each time the unit is taught can be a stimulus to ensure that the latest developments in the discipline and in pedagogy are reflected in their teaching. Course Unit Booklets also provide evidence of teaching effectiveness. Successive Course Unit Booklets reveal the development of a teacher's approach to learning and teaching over time. Course Unit Booklets become a valuable resource for applications for promotion.

SCOPE

All staff involved in the teaching or management of a coursework unit. All coursework students.

POLICY

Availability

Before teaching a unit, the teacher-in-charge of the unit will review, update, and where necessary re-write the Course Unit Booklet. Course Unit Booklets are required for all units including all generic units.

On campus students will receive a printed and/or electronic Course Unit Booklet no later than the first officially scheduled class. Distance or online students will receive the Course Unit Booklet on the date of commencement of the unit.

The Course Unit Outline from which this Course Unit Booklet is derived is the property of the Sydney College of Divinity. The particular interpretation, amplification, and extension of the Course Unit Outline that expresses the theological values of an MI and meets the needs of its stakeholder are the property of the MI.

Content & Format

The Course Unit Booklet must contain the following information and at the teacher's discretion may include additional information:

Unit Code eg. A7111

Unit Title eg. Introduction to Biblical Languages

Credit Value eg. 9 cps

Mode of Study   Face to face weekly attendance; Intensive; Extensive; Distance education (Online, other)

Course Unit Workload
- Total Workload for teaching session (143 hours per 9 cr pt unit)
- Workload will be allocated according to the mode of learning (e.g. face to face: time spent at lecturers, tutorials; online: engaged with online or other learning package; clinical or other placements), and the required assessable & non-assessable tasks.

Prerequisites, corequisites or exclusions

Teaching Staff Name, Qualifications, Contact Details

Curriculum Objectives This statement must be exactly the same as in the approved course unit outline on the SCD website.

Learning Outcomes This statement must be exactly the same as in the approved course unit outline on the SCD website.

Learning Activities
This section is an interpretation, amplification, and extension of the Content and Teaching Methods section of the Course Unit Outline.

The Content included here seeks to promote the achievement of the Learning Outcomes. Not every topic listed in the CUO must be addressed in every presentation of the unit, and different teachers will address the topics in different ways. However, the actual Content each time the unit is taught must be consistent with the Course Unit Outline Content, and be directed towards enabling the student to meet the Outcomes and the Assessment Profile specified in the CUO. The Content listed in the CUO is specific enough to guide the teacher preparing the unit, while flexible enough to allow for the needs of different teaching bodies and teachers.

The Teaching Methods include Practicum, Group Projects, Seminars, Tutorials, Lectures, Field Work, Simulations, Student Presentations, Online Learning Activities, Workshops, and so on

Assessment Standards
Standards are relatively stable descriptions of the qualities of performance or learning products that describe "how well" the assessment task was carried out. Establishing assessment standards requires the teacher to define and publish expected levels of performance in a unit. Assessment of student performance is then determined according to the agreed standards. Teachers may choose to refine the standards so that they apply to each assessment task. They will need to be clear about them before designing the assessment tasks.

To write the Assessment Standards, teachers will need to refer to the Assessment Profile in the CUO and the SCD Assessment Policy and Procedures, particularly the Grade descriptors. The Assessment Standards inform the student about the level of performance that is required on all or each of the assessment tasks to achieve particular grades. The Assessment Profile provides information about the number and type of tasks.

All foundational units require an early, low risk diagnostic task to a) provide feedback for students and b) alert teachers to the need to address likely learning challenges. Following this assessment item students may complete *Student Self-Assessment of Academic Progress*.

Assessment Profile

The assessment profile of the CUO contains both mandatory and indicative elements. In interpreting the Assessment Profile in the CUB, an individual teacher is required to retain the mandatory elements of the CUO while constructing specific activities of learning and assessment suited to the particular context of delivery. The over-arching *guideline for suitable assessment instruments* is three-fold:

(i)   they must be explicitly and clearly geared to the attainment of the Learning Outcomes;

(ii)   they must comply with the SCD *Assessment Policy* and *Procedures* in terms of weighting and demand); and

(iii)   they should be guided, but not necessarily limited, by the indicative types of assessment provided in the CUO.

That is, those elements of the CUO Assessment Profile which are clearly linked to Learning Outcomes are mandatory; those elements of the CUO Assessment Profile which indicate forms and weightings of assessment are typical and indicative.

Assessment Tasks

Full description of each assessment task including

- Number of words, length of exam etc
- Date due
- What outcomes does this assessment item address?
- Percentage of the total assessment for the unit that this assessment item addresses

Learning Resources The Learning resources include essential texts, recommended texts, and online resources

Course Unit Revision

Date when the CUO was last revised. Date when the CUB was last revised. Date when the lecturer last updated the content, teaching methods, assessment details, or references. This could include reference to the Teacher's own research and scholarship output of particular significance to the unit.
Brief details of any updates that took account of Student Feedback Surveys.

Extensions of Time Statement on extensions of time for completion of assessment tasks

Plagiarism

Statement on plagiarism and academic misconduct, with a reference to where the Academic Integrity Policy can be located.

A brief statement referring the student to Studiosity, as the only permitted online study assistance permitted within SCD, and how to access its services.

Course Unit Booklet Verification

The SCD Course Unit Booklet Verification Process ensures that each Course Unit Booklet has been prepared at a standard acceptable to the SCD and consistent with the accredited CUO.

Changes

Changes to the Course Unit Booklet after the beginning of the semester may be made by consulting the Academic Dean of the Teaching Body (who certifies compliance with the SCD Course Unit Outline) and then advising students in writing. Any changes to verified Course Unit Booklets are to be made at least two weeks before the first assessment is due.