

Nunavut Arctic College Course Syllabus

POLICY

Nunavut Arctic College shall provide a syllabus for each course to the student.

PRINCIPLES

1. Nunavut Arctic College recognizes a student's right to be informed in writing regarding the methods, frequency, and weighting of evaluations to be used in each course at the beginning of each course delivery.

PROCEDURE

1. Specific methods of evaluation for each course shall be outlined in the syllabus. (See Appendix C.45)
2. A course syllabus that reflects the approved Nunavut Arctic College course outline will be submitted by the course instructor to the appropriate program manager, for approval one week prior to the first scheduled day of class.
3. An approved course syllabus will be presented to each student during the first day the course.
4. Any change will be given as an addendum to the course syllabus and reissued in writing to the students.
5. For a course delivered over a full term, major assignments shall be scheduled with a minimum of two weeks written notice to the student. For the purpose of this regulation, a major assignment or test will be defined as any material, either written or oral, that is valued at more than ten percent (10%) of the student's final grade.

APPENDIX C.45 i

Course Syllabus

The course syllabus will include the following:

- i. a schedule of major topics to be presented
- ii. an evaluation schedule and scheme that will specify the portion of marks for assignments, tests, examinations and other forms of evaluation
- iii. a list of required textbooks and other materials, including prices, that students would normally purchase
- iv. a brief description of the various teaching strategies that will be used throughout the course
- v. a schedule of office hours during which time the instructor will be available to meet with students on an individual basis to discuss concerns that either the instructor or the student may have
- vi. any other information of importance or interest to students, specifically related to the delivery of a specific course
- vii. attendance requirements

SAMPLE

Course Svllabus

CONTRACT LAW 031-251
September 5 - December 12, 2002

Instructor:

Class Hours: 7:00 p.m. - 10:00 p.m.

Class Location: CSB: Room 507

Office Hours:

Course Description:

This course provides an overview of the Canadian legal system and more specifically, contract law. This course will examine special types of contracts including contracts of sale, bailment, principal and agent, employment, negotiable instruments, partnerships, companies, landlord and tenant, real property, credit and creditor's rights.

Required Course Materials:

The following textbook is required for this course:
Smyth, Soberman and Easson, The Law and Business Administration in Canada, 6th ed.,
(Scarborough, Ontario: Prentice-Hall Canada, Inc., 1991.
Study Guide)

Course Requirements:

1. Nunavut Arctic College has an attendance policy whereby when a student is absent for more than 10% of the allotted class time for any given course the student and instructor must meet to discuss the student's continuation in the course. Continued absences may result in the student being dismissed from the course.
2. Three [3] reading assignments of no more than 1500 words (the equivalent of approximately 6 typed pages, double spaced). Each assignment will be composed of a question or questions relating to an assigned reading from the text. The assignments will be passed out during the term. Each assignment will be valued at a potential 15% for a total of 45% of the potential final grade.
 - i. Assignment #1 due September 26
 - ii. Assignment #2 due October 24
 - iii. Assignment #3 due November 21

Assignment Deadlines:

C.45 Course Syllabus

Academic Matters

Nunavut Arctic College

Finally, deadlines assigned for the reading assignments will be enforced absolutely. Failure to pass in a piece of work on time will result in that piece of work receiving a grade of "0". It is assumed that students will begin work on their assignments as soon as they are received and therefore, sickness will not be accepted as an excuse except in grave circumstances.

3. One final examination at the end of the term valued at a potential 55% of the final grade. The final examination will be closed book and will be 2 % hours in length. The final examination will be held December 12, 1994 at 7:00 p.m. in CSB; Room 507.

Course Timetable:

September 12:	Introduction to course and materials
September 19:	Law and the Courts a. Natural Law (pp. 3 - 9) b. Historical Perspective (pp. 10 - 22) c. Role of the Courts (pp. 23 - 48) d. Common and Civil Law (pp 49 - 58)
September 26:	The Canadian Court System and the Nunavut Court of Justice. (pp. 60 - 63)
October 3:	Law of Negligence (pp. 109- 138)
October 10:	Basic Elements of Contract Law: Offer and Acceptance (pp. 139 - 166)
October 17:	Basic Elements of Contract Law: a. Consideration and Intention (pp. 167 - 190) b. Capacity (pp. 191 – 206)
October 24:	Mistake, Duress, Undue Influence, etc. (pp. 229 - 268) The Requirement of Writing (pp. 269 - 290)
October 31:	Interpretation of Contracts (pp. 291 - 312) Privity of Contract (pp. 313 - 338)
November 7:	Discharge of Contracts (pp. 339 - 366) Breach of Contract (pp. 367 - 412)
November 14:	Sales Contracts (pp. 413 - 464)
November 21:	Employment Law (pp. 549 - 578)
November 28:	Floater
December 5:	Review
December 12:	Final Examination



Course Syllabus

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Course No.:

Course Name:

Dates:

Instructor:

Class Location:

Class Hours:

Office Hours:

Course Description:

Required Course Materials:

Course Requirements:

Course Timetable:

Instructor:

Approved by:

Date:

Date:
