



Who Should Read

Course Map
Implementation Leaders
Course Map Steering
Committee

Tool 1: Experiential Course Map Workplan Template

Plan the Implementation Process

How to Use This Resource

Implementation leaders and steering committee plan key tasks and deadlines for developing experiential course maps.



Phase 1: Plan and Prepare



Make Initial Planning Decisions

- Convene steering committee
- Decide the intended audience(s) for maps
- Determine the experience categories that will become the first column of the course maps
- Announce the project to the campus community
- Create a detailed implementation workplan and timeline



Create Draft Maps

- Project staff gather information from the curriculum catalogue, departmental webpages, the career centre, and student services
- Determine sequence of recommended career development steps
- Use the course map template to create draft versions of each course's map

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Phase 2: Design and Build



Seek Departmental Feedback

- Contact academic and non-academic units for the content that will populate maps
- Send draft maps to campus units and request that they add relevant experiences or edit based on departmental priorities
- Alternatively, ask academic and non-academic staff in relevant campus units to draft content for maps



Design Course Maps

- Graphic designer creates a course map template that meets institutional branding and style guidelines
- Meet with student focus groups to ensure their needs and opinions are captured in the design and content
- Seek feedback from popular employers

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Phase 3: Implement and Evaluate



Finalise Course Maps

- Complete a final edit to ensure that each map is accurate and consistent
- Seek feedback on accessibility from Disability Services, Office of Diversity and Inclusion, and similar campus offices
- Seek final signoff on course maps from academic departments



Distribute and Assess

- Announce the maps to campus, including instructions on how staff should use them with students and training for academic tutors
- Distribute maps to students
- Create a system for annual course map updates
- Design a course map assessment plan

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