

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.

Professional and Academic Services Forum

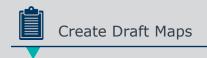


Phase 1: Plan and Prepare



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



- 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

Task	Owner	Time Frame	Status

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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



- 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

Task	Owner	Time Frame	Status

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Phase 3: Implement and Evaluate



- 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



- 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

Task	Owner	Time Frame	Status