

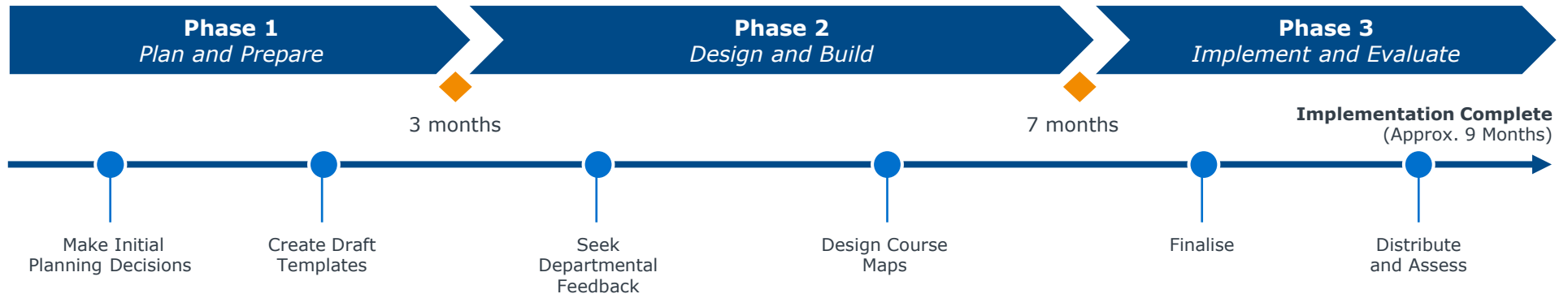


Experiential Course Map Implementation Timeline

- Use this resource at the beginning of the course map development process to set a timeline and communicate process milestones to staff, tutors, and campus leadership.
- This timeline is an example based on the typical course map development process as described by institutions that have created course maps. Specific dates, milestones, and important roles should be determined by each individual university.

Experiential Course Map Implementation Timeline

Plan the Map Process from Strategic Visioning through to Completion



Activities:

- Select an implementation leader, implementation team, and steering committee
- Determine goals and audiences for experiential course maps, working with steering committee
- Set a timeline for map implementation
- Create an initial draft map template
- Build draft maps for each course of study

Activities:

- Work with a graphic designer to create a final course map template; the steering committee should approve the final template
- Request edits to draft course maps from academic and non-academic units *or* collect information using a feedback form
- Seek feedback from student focus groups
- Send maps to departments for sign off on academic content for each programme

Activities:

- Finalise and edit each course map
- Distribute maps to academic staff, academic tutors, admissions, career services, etc.
- Provide guidance on how academic and non-academic staff should use the maps with students
- Distribute maps to students in print and online form
- Steering committee and implementation leader develop a plan for updating and assessing course maps each year

Milestones:

Implementation team plans map process
Project staff create draft maps

Milestones:

Designer creates final map template
Departments provide academic information
Departments sign off on content

Milestones:

Team completes final maps
Committee develops an update plan

Phase 1: Plan and Prepare

Create Implementation Plan and Begin Drafting Experiential Course Maps

Make Initial Planning Decisions



Set the Strategic Vision for Course Maps

Month 1

- Set an implementation leader and steering committee
- Decide the intended audience(s) for course maps, such as prospective students, current students, and/or parents
- Determine the experience categories that will become the first column of the course maps
see Tool 5
- Announce the project to the campus community
see Tool 3
- Create a detailed implementation timeline



Who Is Involved

- Implementation Leader
- Steering Committee
- Project Champion, *e.g. Academic Registrar*

For more information on roles, see Tool 2 on Roles and Responsibilities

Create Draft Templates



Gather Easily Available Information to Create Map Drafts

Months 2-3

- Project staff gather information from the curriculum catalogue, departmental webpages, the career centre, and student services.
Information can be stored in a shared document or spreadsheet before entering it into the course map template.
- Determine sequence of recommended career development steps (e.g. submit resume to career services for review, complete a practice interview, meet with an alumni mentor, etc.)
- Use the course map template to create draft versions of each course's map
see Tool 5



Who Is Involved

- Implementation Leader
- Project Staff

For more information on roles, see Tool 2 on Roles and Responsibilities

Phase 2: Design and Build

Confirm Content and Finalise Design for Experiential Course Maps

Seek Departmental Feedback



Collect Information from Campus Units

Months 4-7

- Contact academic and non-academic units for information on coursework, co-curricular activities and resources, and student outcomes that will populate maps
- Send draft maps to campus units and request that they add relevant experiences or edit based on departmental priorities see *Tool 6*
- Alternatively, ask staff in relevant campus units to draft content for maps. *It is typically faster and simpler to draft content first and send it to units for review.*
- Populate the maps as staff return information



Who Is Involved

- Implementation Leader
- Project Staff
- Department Chairs
- Campus Leaders

For more information on roles, see Tool 2 on Roles and Responsibilities

Design Course Maps



Customise Course Map Design

Months 4-7

- Graphic designer creates a course map template that meets institutional branding and style guidelines and complements the course map strategic vision see *Tool 5, the accompanying compendium of experiential course maps, and [Navigating the Student Journey with an Experiential Course Map](#)*
- Meet with student focus groups to ensure their needs and opinions are captured in the design and content see *Tool 7*
- Seek feedback from popular employers see *Tool 8*



Who Is Involved

- Implementation Leader
- Steering Committee
- Graphic Designer

For more information on roles, see Tool 2 on Roles and Responsibilities

Phase 3: Implement and Evaluate

Release Course Maps and Plan for Future Updates

Finalise



Edit Course Maps for Polish and Consistency

Month 8

- 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



Who Is Involved

- Implementation Leader
- Campus Leaders
- Project Staff

For more information on roles, see Tool 2 on Roles and Responsibilities

Distribute and Assess



Introduce Maps to Campus and Create Sustainability Plan

Months 8 and 9

- Announce the maps to campus, including instructions on how staff should use them with students and training for academic tutors
- Provide students with both electronic and paper maps
- Create a system for collecting and implementing yearly experiential course map edits from departments
See Tool 10
- Design a course map assessment plan



Who Is Involved

- Implementation Leader
- Steering Committee
- Project Staff

For more information on roles, see Tool 2 on Roles and Responsibilities



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