

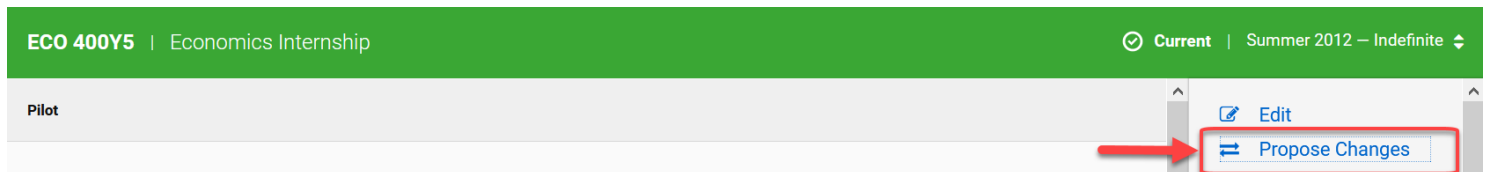
USING THE CURRICULUM MANAGEMENT SYSTEM: HOW TO PROPOSE COURSE EXPERIENCE TAGS IN CM

A Course Experience is defined as a course having either:

- **Partnership-Based Experience:** All students complete a course requirement through supervision or engagement with an organization or individual external to the University or the course (e.g., Internship within UofT).
- **University-Based Experience:** All students engage solely with the course instructor(s) to achieve course learning outcomes.
- **Professional Work Term:** All students complete a full-time work experience (on or off-campus) without the integration of academic content and assessment by a U of T course instructor. Note: UTM does not currently offer experiences that qualify for this tag.

Courses that offer an experience as a MAJOR component to be completed by ALL students EACH time it is offered should be tagged in CM. For guidance on how to choose the correct tag, see the [Course Experience Tagging: How to Choose the Correct Tag](#) resource.

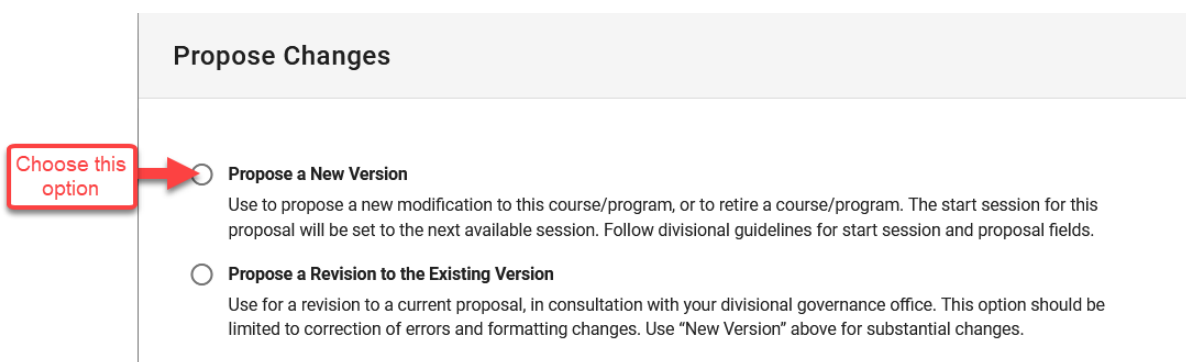
Step 1: Open the course record on CM and click 'Propose Changes'.



ECO 400Y5 | Economics Internship Current | Summer 2012 – Indefinite

Pilot Edit Propose Changes

Step 2: Choose 'Propose a New Version'.



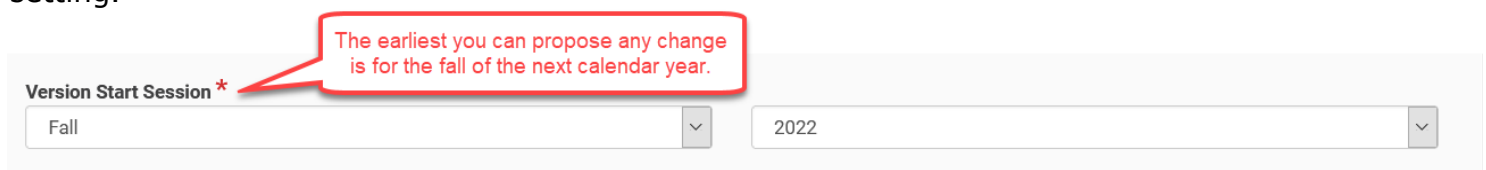
Propose Changes

Propose a New Version
Use to propose a new modification to this course/program, or to retire a course/program. The start session for this proposal will be set to the next available session. Follow divisional guidelines for start session and proposal fields.

Propose a Revision to the Existing Version
Use for a revision to a current proposal, in consultation with your divisional governance office. This option should be limited to correction of errors and formatting changes. Use "New Version" above for substantial changes.

Step 3: Select the version start date.

Select the start session and year when the new tagging will take effect. Do not use the default setting.



Version Start Session * The earliest you can propose any change is for the fall of the next calendar year.

Fall 2022

Step 4: Select the appropriate governance routing.

Proposal Divisional Review

(See Divisional Guidelines)

- This proposal requires full divisional review
- This proposal requires abbreviated divisional review

Choose this option

Inclusion in Program

- This proposal/change triggers modifications in the unit's program(s)
- This proposal/change has no impact on programs

UTM Curriculum Committees

Select all that apply

- Humanities Divisional Undergraduate Curriculum Committee
- Sciences Divisional Undergraduate Curriculum Committee
- Social Sciences Divisional Undergraduate Curriculum Committee

This is important to ensure your curricular modification goes to the right committee!

Step 5: Check off the applicable Course Experience tag.

Course Experience

- None
- Partnership-Based Experience
- University-Based Experience
- Professional Work Term

Choose one.





Courses that offer an experience as a MAJOR component to be completed by ALL students EACH time it is offered should be tagged as a University-Based Experience OR a Partnership-Based Experience in CM. Note: UTM does not currently offer Professional Work Terms (do not use this tag).

For guidance on how to choose the correct tag, see the [Course Experience Tagging: How to Choose the Correct Tag](#) resource.

Step 6: Provide a Rationale that explains why the tag is being proposed.

Rationale and Academic Relevance

IMPORTANT! Be sure to include...


-  An explanation of how the experience fits the definition of 'Partnership-Based Experience' or 'University-Based Experience'.
-  Example(s) of either recent experiences in the course or potential experiences in the upcoming offering.
-  Confirmation that the course experience is a MAJOR component to be completed by ALL students EACH time the course is offered.
-  If possible, identify the course experience sub-types that will be applied in the Course Information System (CIS)/ Syllabus.

Step 7: Review & Submit

Before submitting, please carefully review your proposal. Units are responsible for ensuring information entered to CM is accurate, complete and free from errors.

Once you have reviewed your proposal, you will need to (1) Submit for Approval and (2) Approve your proposal at the unit level. The proposal will then come to the Office of the Dean for review, before the change can be implemented.

1

 Submit For Approval

2

 Approve

CURRICULUM MANAGEMENT RESOURCES & SUPPORT

To access the Curriculum Management (CM) Login and Toolkit, go to:
<https://www.utm.utoronto.ca/program-curriculum/CM>



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