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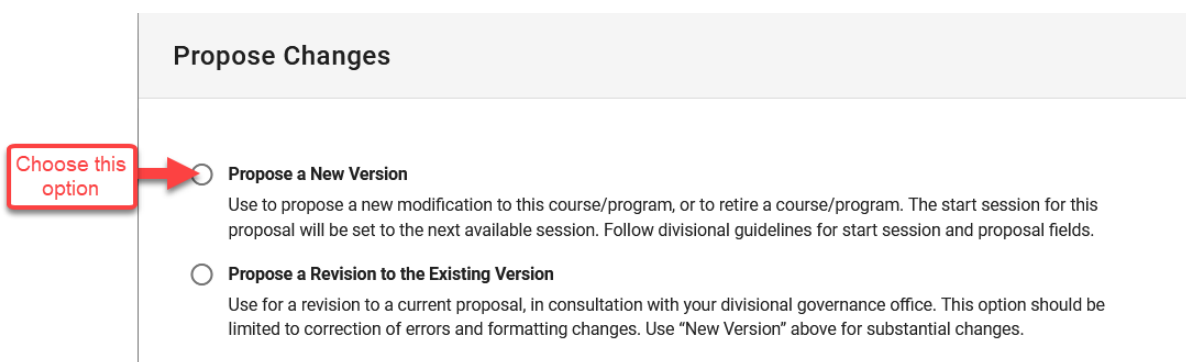
Step 1: Open the course record on CM and click 'Propose Changes'.

Step 2: Choose 'Propose a New Version'.
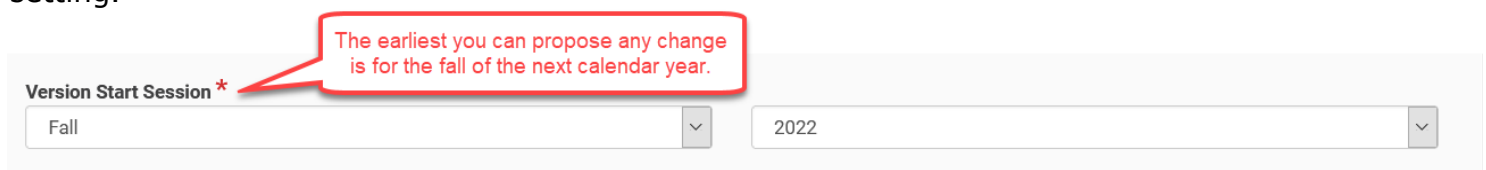
Step 3: Select the version start date.

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

Step 4:   Select the appropriate governance routing.

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

Proposal Divisional Review ❓
(See Divisional Guidelines)

Choose this option →

◉ This proposal requires full divisional review

○ This proposal requires abbreviated divisional review

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

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.

❶ → Submit For Approval

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.

❷ ✓ Approve