Peppi – Course Description Template

# Purpose of the instruction

The instruction on how to fill out course description in Peppi.

\*) Mandatory field in Peppi  
\*\*) This data must be filled out to satisfy the ECTS requirements, etc.

# Aspects to consider

* The same course descriptions will be used both in CampusOnline and in education and training subject to a charge, such as Diplomas of Higher Education, education and training provided by open UAS, continuing education and customised education and training. So be sure to make the description clear, inspiring and easy to understand. You can make use of the matters raised in course feedback, for example.
* Use the ‘you’ form to address the reader in the description fields.
* Type the Finnish descriptions in the ‘In Finnish’ fields and those in English in the ‘In English’ fields. Courses offered in English are to be described in the ‘In English’ fields and **translation into Finnish**.
* If the course will be offered in both Finnish and English, only one course will be prepared. In this case, the descriptions must, of course, be provided in both languages.
* Avoid using bullets, but if this is absolutely necessary, use the dash (–). The slash (/) may not be used!
* The education coordinator or other equivalent person enters the basic data in Peppi. The teacher will fill out the description and assessment details. Teacher here means the responsible person of the course. Supervisors will decide whether the course(s) are to be validated, and the planner in school or other equivalent person will enter the individual(s) in the ‘Validate’ section.

| Field name in Peppi | Basic Information (for example, the education coordinator in school fills out) |
| --- | --- |
| \*Name in Finnish and English Name | A descriptive name for the course indicating the field of study and the targeted competence. Enter the Finnish name in the ‘In Finnish’ field and the English name in the ‘In English’ field. Courses offered in English are ONLY to be entered in the ‘In English’ field. Course English name will be written both in the Finnish and the English fields. |
| \*Code | Only enter the first two characters, Peppi will generate the rest automatically. Check the degree-specific characters from the **coding instructions.** |
| Period of validity | Enter if known. Not shown to the student. |
| \*\*Level | *DON’T USE THIS FIELD. A, B and C levels are not used at Jamk.* |
| \*\*Responsible persons | The person in charge of the course (e.g. a full-time teacher) retrieved from Peppi using the Add button.  This field may not be left blank. Multiple responsible persons may be assigned in Peppi, e.g. in common studies, the persons in charge of each respective field.  If the course has more than one responsible person, please enter the teacher's unit or field in the open field next to the name.  The implementation indicates the teacher(s) of the course. |
| \*\*Primary teaching language | Select the primary teaching language(s). The teaching language is not the same thing as the language of the course description. Courses taught in Finnish are to be described in Finnish and the descriptions are to be translated in English. Courses taught in languages other than in English are to be described directly in English. Thus, in a course in the French language, the teaching language may be French, even though the course is described in English. See also study languages. |
| Links | *Not shown to the student.* |
| Study languages | Enter if the course can also be completed in a language other than the primary teaching language. Not shown to the student. |
| \*Permanent code | Peppi will generate this information automatically. |
| \*\*ECTS credits | When possible, use a number of ECTS credits that is divisible by 5. A minimum and maximum scope can also be stated. If no variation is allowed in the scope, enter the same number of ECTS credits in both fields. |
| \*Education programme | Select from the drop-down menu. If the course is part of the common studies offered at Jamk or elective studies, leave the field blank.  Note. Field means degree programme. Peppi uses the term education programme. |
| Thesis | *Field not used at Jamk.* |
| Classification | If the course will also be offered as part of the open UAS, CampusOnline or common EduFutura courses offering, mark it as a ‘tag’ in this field. Select the correct classification in the field by typing ‘open UAS’, ’CampusOnline’, ‘EduFutura’ or ‘ExchangeStudent’. You can also use multiple tags for the same course. |
| Price of studies | *Field not used at Jamk.* |
| Attainment specifying type | Let's mark each course. The information can be basic studies, professional studies, domestic or foreign practical training, elective studies, thesis-related studies, or the attainment is Finnish as a second or foreign language.  The information is inherited by the implementation and is used e.g. in statistics and various reports. |

| Field name in Peppi | Description (the teacher fills out) |
| --- | --- |
| \*\*Objectives | Describe objectives in two ways using the sub-headings above. Write also what degree comtepence/competeces is developed by the course.  **The object of the course**  Describe shortly the object of the course from the student’s point of view. Make good use of the following questions:   * Why does the course exist? * What will the participant learn during the course? * How will competence develop? * What will the participant master or know after completing the course? * Emphasise the **benefits aspect**: e.g. ‘after completing this course, you will have learned…”   **Course competences**  Write the degree competences here.  For example like this:  Ethics: understands the principles of responsible conduct of research and adheres to them.  Sustainable development: is able to use information related to their field in finding, implementing and establishing sustainable solutions and operating models.  **The learning objectives of the course**  Describe the learning objectives of the course according to ECTS instruction (below) and take account of EQF competence level (level 6 or 7). Describe how, for example, ethics are manifested during this course or what the student learns about ethics in this course.  “Learning outcomes express the level of competence attained by the student and verified by assessment. They are ‘statements of what a learner knows, understands and is able to do on completion of a learning prosess’.” (ECTS user’s guide)  The learning objectives are to be derived from the degree programme competences and the study module learning objective. Consider the competences assigned to the course! The course learning objectives are to be described in the form of learning outcomes: what will the student be capable of after completing the course? What kind of knowledge and understanding, intellectual skills, practical skills and transferable skills will the student possess after completing the course? The description is to emphasise what the student will know, understand and can do as a result of the learning process. Write the description using active verbs, such as know, understand, apply, act, analyse, etc.  Describe the learning outcome so as to keep it in line with grade 1 (adequate) or pass.  **DO NOT** mention what or how the student will study during the course (the content and methods of implementation will be described separately). **DO NOT** use abbreviations, because their meaning might not be familiar to all. Be sure to define competence in an understandable way; a mere reference to standards, for example, is not sufficient. |
| \*\*Contents | Describe the principal content of the course; tell the reader precisely and concretely what things, skills etc. they will be studying.  No indication of the methods of implementation.  Answer the following questions:   * What are the **principal contents** of the course? * What kind of **tools** will the course provide? |
| \*\*Study methods | Described in connection with implementation in the section of teaching methods. |
| Further information | A free-form field reserved for essential information that is not evident from the description. This field can be used for providing additional information about the course, such as its relation to a study path. If the course will be offered for students other than degree students, the target group can be described here (for whom will the studies be suitable?). |
| Learning material | Described in connection with implementation. |
| Course literature | *Not shown to the student.*  NOTE! Literature must also be indicated in connection with the implementation so that the students will see it. Please, remember course literature, other course material and student numbers to the library. |
| \*\* Prerequisites | This field may be used for specifying the requirements in general or itemised by group, for example:  - Concerns degree students  - Concerns exchange students  Enter the prerequisites here, no references to courses or degrees. If the fulfilment of a certain requirement is a precondition for admission to a university of applied sciences, this is not a prerequisite. This field must be filled out, so if no prerequisites are applicable, enter –. |

| Field name in Peppi | Evaluation (the teacher fills out) |
| --- | --- |
| \*\*Evaluation scale | 0–5 or Pass/Fail as set out in the Degree Regulations. |
| \*\* Evaluation criteria, sufficient 1, satisfactory 2 | Provide a separate description of the assessment criteria for grades 1 and 2 in this field.  **The assessment criteria describe the competence acquired by the student in relation to the learning objectives of the course.** Avoid using adjectives; describe the difference in the level of skills with verbs according to Bloom’s taxonomy (see the IT’s accreditation page) or the SOLO taxonomy.  “Assessment criteria are descriptions of what the student is expected to do, in order to demonstrate that a learning outcome has been achieved.” (ECTS user’s guide 2015)  Unless otherwise provided by the curriculum, the grading scale may be either five-step – 5 (excellent), 4 (very good), 3 (good), 2 (satisfactory) and 1 (sufficient) – or Pass (S)/Fail (0). The course assessment is Fail (0) if the student fails to achieve the minimum learning objectives for passing the course. |
| \*\* Evaluation criteria, good 3, very good 4 | Provide a separate description of the assessment criteria for grades 3 and 4 in this field. |
| \*\* Evaluation criteria, excellent 5 | Provide a description of the assessment criteria for grade 5 in this field. |
| \*\* Evaluation criteria, pass/fail | Provide a description of the assessment criteria for grade “pass” in this field. |

| Field name in Peppi | Validate (for example, the education coordinator in school fills out) |
| --- | --- |
| Requires content/translation validation | Tick these items if the school, sector or degree programme wants to have the course checked for content and/or translation. |
| Content validator | Locate from the drop-down menu by typing the name of the person whose responsibilities include the checking of content or translation. Only to be filled out if validation is required (tick ‘requires validation’). |
| Content/translation checked | The content/translation validator ticks this after completing the validation. |

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