SON OP 40.615: Course Syllabus Policy

PURPOSE: Students’ use of the syllabus, modules and the Learning Management System’s (LMS) specific applications is facilitated by use of a common format for all courses. Also, staff support efficiency is increased when a standard format is used.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy

Each course syllabus, all course modules and LMS applications are prepared in a standard format, as specified in this policy. The current syllabus template, module template and LMS specific applications are maintained on the TTUHSC SON website at http://nursing.ttuhsce.edu/training/styleguides/. The content required includes items which indicate the course plan and the relationship of the course to the curriculum as a whole.

2.0 Procedure

1. The course syllabus, module drafts and LMS specific applications are developed using the templates provided on the TTUHSC SON website at http://nursing.ttuhsce.edu/training/styleguides/.

2. Required elements of a syllabus are:
   - Course Description
   - Course Objectives
   - Course Evaluation/Grading
   - Course Schedule
   - Methods for submitted assignments correctly
   - Required Resources
   - Faculty
   - School of Nursing Policies and Expectations
   - Guidelines for students – Americans with Disabilities Act with reasonable accommodations for a professional practice discipline.

3. The course syllabus should be available on the course website approximately seven (7) days prior to the first official class day.