SON OP 30.035 - Course Syllabus Policy

PURPOSE
The purpose of the School of Nursing Course Syllabus Operating Policy and Procedure (SON OP) is to ensure a standardized contract of learning in each of the courses involved.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

Each course syllabus and all course modules are prepared in a standard format. The content required includes items which indicate the course plan and the relationship of the course to the conceptual framework and, therefore, to the curriculum as a whole. Templates to facilitate the preparation of the syllabus and modules in the correct format are available on the School of Nursing Faculty and Staff Resources Page http://nursing.ttuhs.edu/training/styleguides/.

Course Facilitators/Lead Faculty are responsible for development, typing and posting of course syllabi and course modules. The Unit Coordinator for Support Services is available to help with formatting and large amounts of typing. The IT Department is available to assist uploading multimedia, as well as training course facilitators to post their course information. Course syllabi and course modules should be posted and available for students one week before classes begin.

Unit Coordinator will obtain the digital copy the course syllabi and course modules two weeks after the end of each semester. This copy will become part of the official course file.

In addition to the standard format for syllabi, standardized wording for particular sections of the syllabus has been developed for BSN program should follow the standardized wording template as well as the standardized format template.