SON OP 30.409– RN to BSN 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.ttuhsc.edu/training/styleguides/.

Lead Faculty are responsible for development, typing and posting of course syllabi, course schedule, and course modules. The Unit Coordinator for Support Services is available to help with formatting and large amounts of typing. The IT/ET Department is available to assist uploading multimedia, as well as training course facilitators to post their course information.

One week prior to the semester/trimester, the syllabi, course schedule with assigned readings, due date for assignments/quizzes/exams, faculty page, and initial course announcement will be made available to students within the online learning platform. All other documents are made available at the discretion of the Lead Faculty/Course Facilitator.

Netiquette rules are located under the syllabus tab in the online learning platform.

Unit Coordinator will obtain the digital copy the course documents. Course files are completed once per year following the last course offering for the academic year (September-August). See OP 30.335 Course Files policy

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