



Title: Preparation of Course Syllabus-BSN

Policy  
 No.: CUR 3.31

Date: 2/2/09  
 Rev.: 10/4/10

Areas Affected: All BSMCON Faculty & Students

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**Policy Statement:**

Course syllabi for each nursing course are available to students and faculty on Blackboard. Course syllabi provide course descriptions and course credit hours (theory and/or clinical/lab). The course timing (pre-requisites and co-requisites), scheduled class/clinical days and times, course length, required textbooks/instructional materials and/or recommended textbooks/instructional materials, and course faculty are to be included. The syllabus must also contain the course objectives, instructional methods used, evaluation methods, as well as the course outline supporting objectives to be used. Course syllabi should include but are not limited to all of the information on the provided syllabus template. Lesson plans are not to be included as part of the syllabus.

Curriculum Coordinators or Program Managers, in collaboration with faculty, are responsible for reviewing and revising the course syllabus as necessary prior to posting on Blackboard. Revisions to course syllabi can be made prior to the start of the semester with approval from the Curriculum Committee. Such revisions should be submitted for approval prior to the start of the semester. Course syllabi should be available to students via Blackboard before the first day of the course.

Reference Policy # \_\_\_\_\_

<b>Approved by:</b>		
_____	<u>Dean of Nursing</u>	_____
_____	<u>Provost/VP</u>	_____
Signature	Title	Date
<b>Approval History:</b>		
Committees and Dates:		
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