



Title: Preparation of Course Syllabus-BSN

Policy No.: NUR 3.04

Date: 2/2/09
 Rev.: 10/4/10; 8/1/13, 8/1/15, 8/1/2017

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 (didactic and/or clinical/lab). The course timing (pre-requisites and co-requisites), course delivery mode, 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, evaluation methods, as well as the course outline supporting objectives. Course syllabi should include but are not limited to

- Course title, description, objectives, credit hours, and meeting times
- Faculty information
- Pre and co requisite courses
- Required and recommended texts
- Instructional methods, assessment methods, and evaluation methods
- Grading scale including requirements for successful completion
- Course Outline
- Date of review

Course faculty are responsible for reviewing and revising the course syllabus as necessary prior to posting on Blackboard. Minor revisions to course syllabi can be made prior to the start of the semester by the course faculty. Major revision should be submitted to curriculum committee prior to the start of the new academic year. Course syllabi should be available to students via Blackboard before the first day of the course.

Minor revisions include, but are not limited to, changes in:

- Due dates
- Reading assignments
- Communication methods
- Submission of assignments
- Course specific guidelines

Major revisions include, but are not limited to, changes in:

- Objectives

Reference Policy # _____

Approved by:

Barbara Lassells
Milamio
 Signature

Dean of Nursing _____
 Provost/VP _____
 Title

6/9/17
6.20.17
 Date

Approval History:

Committees and Dates:
 Curriculum – 1/09, 9/10
 Faculty Forum – 1/09, 9/10
 Faculty Organization – 10/4/10, 1/12/15, 5/2017
 Policy Committee – 9/23/10; 11/19/12, 3/9/15, 2/20/2017, 5/15/2017

- Evaluation methods or weight of those methods
- Required texts
- Credit hours

Reference:

ACICS (Association for Independent College and Schools - August 2014 standards, glossary).

ABHES (Accrediting Bureau of Health Education Schools) Accrediting Manual 2010. Appendix F: Course Syllabi Requirements.