

Title: Preparation of Course Syllabus

Policy
 No.: CUR 3.30

Date: 2/2/09
 Rev.:

Areas Affected: All BSMSO Faculty & Students

Page 1 of 1

Policy Statement:

Course syllabi for each nursing course are available to students and faculty on Blackboard. The didactic instruction and supervised practice follow a plan outlined in the course syllabi. Course syllabi provide course descriptions, number of theory hours, and number of clinical/lab hours. The course timing and schedules (pre-requisites., co-requisites., and semesters offered), course faculty, course objectives and the development of competencies required for outcome measurements in both theory and clinical are delineated. Each course syllabus contains a topical outline presenting the sequential arrangement of the theoretical and clinical content. Course syllabi should include but are not limited to all of the information on the provided syllabus template. Course coordinators 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 Assistant Dean for Curriculum and Instruction. Such revisions should be submitted for approval no later than two weeks 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 # _____

Approved by:

 Signature

Dean _____
 Executive Vice President/Administrator
 Title

 Date

Approval History:

Committees and Dates:
 Curriculum – 1/09
 Faculty Forum – 1/09
 Faculty Organization – 2/2/09

Preparation of the Course Syllabus: Template

Bon Secours Memorial School of Nursing (font 14, bold)

Course Title

Course Number

You may wish to keep a copy of the course syllabus for your records, as you may need it for future reference. A copy will not be available from the school in the future. If you wish to make a copy, please do so before the end of the course. (font 9, italicize)

BSMSON Vision, Mission, and Values (font 12, bold)

Vision: Bon Secours Memorial School of Nursing will be a progressive program of nursing education committed to excellence in meeting the changing needs of our consumers. (font 12, normal)

Mission: To provide compassionate, quality healthcare services to those in need, including the poor and dying, for the purpose of alleviating human suffering and bringing people to wholeness in the midst of pain and loss.

Values: Integrity, Justice, Stewardship, Growth, Innovation, Respect, Quality, and Compassion

Course Description

Includes: total descriptors of course such as methodology, subject to be studied, incorporation of skill sets, general info on clinical sites/experiences; short paragraph please!

Total Course Hours

Includes: # course credits; theory & clinical credits; theory & laboratory/clinical total & weekly.

Placement of Course

Includes: level of course, # of times class is offered, number of weeks class is offered, pre & co-requisites

Course Faculty

(include the following)

Faculty Name & credentials	Office location	Contact info (phone, pager, email, etc)

Course Outcomes

This may be in table format, if you wish; for example:

Level Competency	Course Competency	Course Outcome Measurements
<i>Critical Thinking: the student will be able to compile data and show evidence of inquiry, reflection, and problem solving in clinical decision-making.</i>	<i>This is a detailed section, with each of your course outcomes; these outcomes are the same as those on your clinical evaluation tool.</i>	<i>i.e. weekly clinical logs, major papers, course evaluation tool, etc.</i>
Communication		
Therapeutic Nursing Intervention		
Management		

Specific Course Objectives, Topical Outline, Teaching and Evaluation Methods

Course Objectives	Topical Outline	Teaching Methods	Evaluation Methods
For example: Unit I: Introduction to the Nursing Profession. The student will: <ol style="list-style-type: none"> 1. Discuss the history of nursing. 2. xyz... 	For example: I. Introduction to the Nursing Profession. <ol style="list-style-type: none"> a. Nursing as a profession b. History of nursing profession. c. xyz... 	Required reading: chapter 52 Complete case study #2 Video on Florence Nightingale (lectures, case studies, SimMan, videos, etc)	For example: Exam #1, concept maps, Unit Bb assessment, poster presentations, weekly clinical journals, laboratory check-offs, etc. Evaluation methods should be specific for each Unit.

(note: this page must be printed in "landscape" view as the table is best viewed in this manner)