CON Syllabus Project FAQs

❖ What is the purpose of the CON Syllabus Project?
  o The CON Syllabus Project is part of a University-wide project to create a syllabus repository. All syllabi will be publicly viewable. It is part of the University’s Higher Learning Commission accreditation preparation and will be useful for our own CCNE accreditation visit. The templates were created with the following considerations: student experience, faculty ease of use, ongoing maintenance, and compliance with the University standards.

❖ Where can I access the official CON templates?
  o The official CON templates are listed on the CON website. Using the “Resources” menu, click on “Teaching and Learning.” You will find the templates, as well as a guide to using the templates, in the “Curriculum and Program Administration” tile under “CON Syllabi [Templates].”

❖ I updated my syllabus last year. Do I need to update it now?
  o Yes. The official CON templates are the most updated and supersede any previous template.

❖ How long should my completed syllabus be?
  o It should be no longer than 4-5 pages.

❖ Where can I get help?
  o Submit a ticket to CON-ServiceDesk@email.arizona.edu or call 626-HELP.

❖ Where do I submit my completed syllabus?
  o Email completed syllabi to CON-Syllabus@email.arizona.edu.

❖ How many course objectives should I list?
  o Aim for no more than 6.

❖ How specific should I make my course objectives?
  o Keep your objectives high-level and broad. As indicated in the Syllabus Guide, they should reflect what you want the student to do in your course and the objectives should be reflective of your course assignments.
  o Example:
    - During this course, students will:
      - Incorporate foundations of Nurse Anesthesia into practice via Simulation labs.
      - Apply foundations of Nurse Anesthesia into anesthetic plans.
      - Develop preoperative, intraoperative and postoperative clinical thinking pathways utilizing foundations of Nurse Anesthesia.

❖ Do I need a different “public” syllabus versus course syllabus?
  o No, you should have only one syllabus. Specific details (dates, assignments instructions, grade criteria, etc.) can be added in D2L.
❖ What if I don’t need the list of resources (required/recommended textbooks or software), or special materials sections?
   o Delete these sections if you do not have content or would have answered ‘none’.
❖ I have a lot of articles in my course, do I list all of them under resources?
   o No, you can use the standard language below to inform students that they can access them in the syllabus.
   o Possible standard language: Articles readings will be available in the D2L course site. Articles are subject to change to ensure students are receiving the most current and relevant information.
❖ Should I include my cell phone number for students?
   o Remember, this is a public facing document. Anyone and everyone will have access to your cell number.
   o You can have your voicemail forwarded to your email.
     ▪ If you share a phone, encourage your students to contact you by email.
     ▪ If you do not have a phone number, work with your admin support or have students contact you by email.
   o Possible standard language: (520) 123-1234 (messages forwarded to faculty email)
❖ Final Exams
   o I do have one. Where do I put the date? (Undergraduate, MEPN)
     ▪ Possible standard language: Final Exam/Final Project will be scheduled by the college and announced within the D2L course site.
       • Include the links provided in the syllabus template.
   o I don’t have one. (Graduate)
     ▪ Possible standard language: Final Exam/Final Project will be scheduled by the college and announced within the D2L course site.
       • Links within the syllabus template are not required.
❖ Standardized Language Options
   o Required Software: Students should refer to the Student Technology Needs page on the College of Nursing website.
     ▪ If you have additional software such as TopHat, STATA, Endnote, etc. Please list it below in bullet point format after the statement above.
   o Grade Policies:
     ▪ It is recommended that you use no more than 5 to 6 categories. This is easier to maintain in case you make changes to course assignments.
     ▪ Possible category titles:
       • Group assignments
       • Individual assignments
       • Clinical assignments
       • Exam and quizzes
- Discussions
- Presentations
- Portfolio assignments

❖ Where do I put the information from my old syllabus that does not fit in the new template?
  - You will find suggestions on where to move this information in the “Syllabus-to-D2L Alignment Sheet”.