Course Syllabus Template Guide

General Information:
- Required fields must be populated and included for every course.
- **Yellow Highlighted fields** must remain the same. See LHTI with additional questions.
- While transferring your syllabus content, right-click and select **Keep Text Only** as a paste option to preserve the Accessibility features built into the templates.

- Guide references BSN template but is applicable to all syllabi templates.
- We are happy to address any questions or concerns during our Syllabus training meetings or from a service ticket: CON-ServiceDesk@email.arizona.edu.

Course Number: insert course number (e.g. NURS 123).

Course Title: insert course title. Mirrors that in University Catalog (UAccess).

Prerequisites: add any required prerequisites students should have prior to this course.

Credits: insert number of credits. Mirrors that in University Catalog (UAccess).

Instructor:
- Name, office/room number, telephone number, and email address
- Office hours or a statement of an “open-door” policy
- For courses which are team taught, list course chair/ co-chairs and faculty team members
- Include a standard “response time” for instructor feedback/emails

Course Description:

*Mirrors that in University Catalog (UAccess) – viewable to students.*

*If the course includes a clinical (laboratory) component, the following statement must be included at the end of the course description:*

*This course includes XX clinical/laboratory hours. Students are expected to complete these hours through a combination of simulated learning and community-based clinical immersion.*

*Note: ABOR requires that pre-licensure courses provide 45 hours per 1 clinical/laboratory unit. APRN courses provide 90 hours per 1 clinical/laboratory unit.*

Course Format and Teaching Methods:

*Lecture only, lecture and lab combination, seminar, studio, small-group activities or group projects, experiential or service-learning, in-class discussion, web-delivered content or assessment, etc. Be mindful of the ABOR requirements for workload hours/credit for each of these categories.*

Course Objectives:

During this course, students will:

1.
Course Objectives are statements indicating what an instructor plans to cover/have students do during the course. It summarizes information from the Content Outline and Student Activities below.

Expected Learning Outcomes (list at least 3): Formally known as the Expected Individual Student Learning Outcomes
Upon completion of this course, students will be able to:
1. Learning Outcomes are measurable statements indicating what a student should be able to do once they complete the course.

List of Resources:
- Required textbooks/readings
- Recommended textbooks/readings
- Required software

Special Materials:
Special materials are any items that will cost the student money and are required to complete the course. Examples include: Examity, ExamSoft/Examplify, transportation to clinical sites (personal vehicle, bus or Uber), uniforms, clinical supplies, name or security badges, etc.
- (list in bullet format)

Course Content & Student Activities:

Weekly Course Content Schedule
All syllabi must include a completed table outlining weekly activities. Column 3 should include any assignments/evaluations that are expected of the student:

<table>
<thead>
<tr>
<th>Module Week</th>
<th>Module Title</th>
<th>Student Activity*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Common Illness of the Head/Eyes/Ears/Nose/Throat, Genetic/Congenital Anomalies</td>
<td>Discussion, Concept Analysis</td>
</tr>
<tr>
<td>Week 2</td>
<td>Common Illness of the Pulmonary System including Asthma</td>
<td>Discussion, Concept Analysis, Synthesis Paper</td>
</tr>
</tbody>
</table>

*See Evaluation Methods page in D2L for details about course activities, assignments, exams, etc. Statement cannot be adjusted

Required Lab/Clinical Schedule Remove this section if your course does not have lab/clinical time
Dates/times/hours required for non-lecture activities may be outlined here, or clearly identified in the table above. Activities must include the expected time commitment (8-hour shift plus prep time, 12-hour shift plus prep time, a Saturday activity, etc.) and associated costs (student must provide own transportation, etc.).

Final Examination Remove this section if your course does not have final exams
Identify the date and time of the final exam/project with links to the Final Exam Regulations & Final Exam Schedule:
- Final Exam Regulations
- Final Exam Schedule
**Grade Policies**

*(List of graded learning activities and weight of each activity)*

**For Example:**
- **D2L Discussions**: 15%
- **Concept Analysis**: 20%
- **Table of Evidence**: 15%
- **Synthesis Paper**: 30%
- **Reflective Practice Journal**: 20%

College of Nursing’s complete grading policy for the Bachelor of Science in Nursing (BSN) program. Statement is specific for each program, links are specific to template type (BSN, MEPN, etc.).

**University Policies:** Content in this section cannot be adjusted

The College of Nursing upholds all University Policies related to but not limited to the following:
- Absence and Class Participation
- Threatening Behavior
- Accessibility and Accommodations
- Code of Academic Integrity
- Nondiscrimination and Anti-Harassment
- Subject to Change

**College of Nursing Policies:** Content in this section should not be adjusted. Each program has specific verbiage for this section. See LHTI with additional questions.

In addition to the University Policies, the College of Nursing has specific policies and procedures that all students are required to review in the Bachelor of Science in Nursing (BSN) Program Handbook. Pay special attention to items related to:
- Attendance
- Unsafe Patient Care
- Satisfactory Program Progression
- Proper Use of Electronic Devices in Academic & Clinical Settings
- Safe and Professional Performance in Clinical Laboratory Settings
- Clinical Rotation Compliance (Immunizations, Drug Screening, etc.)

College of Nursing students are expected to review and adhere to the Policies & Procedures (Substance Screening, Immunization, etc.) as outlined on the college’s website.

**Accessibility and Accommodations:** Statement cannot be adjusted

At the University of Arizona, we strive to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability or pregnancy, please contact the Disability Resource Center (520-621-3268) to establish reasonable accommodations.

**Statement of Copyrighted Materials:** Statement cannot be adjusted

All lecture notes, lectures, study guides and other course materials (besides the required readings) disseminated by the instructor to the students, whether in class or online, are original materials and reflect intellectual property of the instructor or author of those works. All readings, study guides, lecture notes and handouts are intended for individual use by students. You may not distribute or reproduce these materials for commercial purposes without the express written consent of the instructor. Students who sell or distribute these materials for any use other than their own are in violation of the Arizona
Board of Regents Intellectual Property Policy. Violations of the instructor’s copyright may result in course sanctions and violate the Code of Academic Integrity.

Approved by faculty on xx/xx/xxxx.