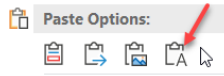


Course Syllabus Template Guide

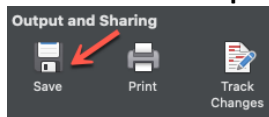
General Information:

- Required fields must be populated and included for every course.
- **Yellow Highlighted fields** must remain the same. Submit a ticket with additional questions.
- While transferring your syllabus content, do one of the following to preserve the Accessibility features built into the templates:
 - On a PC: Right-click and select **Keep Text Only** as a paste option



On a Mac: Right click, choose **Paste Special**, and select the **unformatted text** option

- **Attention Mac Users:** To preserve your syllabus fonts in D2L, ensure that you follow these steps:
 - Go to the **Word** dropdown menu and choose **Preferences**.
 - Under **Output and Sharing**, choose **Save**.



- Check the box for **Embed fonts in the file** (under the **Font Embedding** section).
- This guide references the 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@arizona.edu.
- Submit your completed syllabi to CON-Syllabus@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. Mirrors that in University Catalog (UAccess).

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
 - XXX
- Recommended textbooks/readings
 - XXX
- Required software
 - XXX

Special Materials:

*Special materials are any items that will cost the student money and are required to complete the course. Examples include: **ExamMonitor, Examity (Kaplan and ATI assessments), 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:

Module Week	Module Title	Student Activity*
Week 1	Common Illness of the Head/Eyes/Ears/Nose/Throat Genetic/Congenital Anomalies	Discussion Concept Analysis

Week 2	Common Illness of the Pulmonary System including Asthma	Discussion, Concept Analysis, Synthesis Paper
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*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

Final Exam/Project information will be posted in the D2L Course site.

- [Final Exam Schedule and Regulations](#)

Grade Policies

The grade for the course will be determined by the following scale:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- E: Less than 60%

Grades will not be rounded up, therefore 89.99% is a B.

List of graded learning activities and weight of each activity

<i>For Example:</i>	<i>D2L Discussions</i>	<i>15%</i>
	<i>Concept Analysis</i>	<i>20%</i>
	<i>Table of Evidence</i>	<i>15%</i>
	<i>Synthesis Paper</i>	<i>30%</i>
	<i>Reflective Practice Journal</i>	<i>20%</i>

Late Assignment Policy: Add your course late assignment policy. Make sure that the policy added here matches the D2L Course Site.

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. Submit a ticket for 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:

- College of Nursing Policy & Procedures Webpage
- Clinical Handbook (if applicable)

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](#).