

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING
POLICY & PROCEDURE MANUAL**

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Subject: COURSE SYLLABI	Original Issue Date: July, 1996	Policy #: 750
	Supersedes: June 28, 2018	Effective Date: January 27, 2022
Individuals / Committees Consulted: Semester Coordinators Curriculum Committee	Reviewed & Approved by: Faculty Organization SON Planning College Governance	Approved by: Dean, School of Nursing (Signature on File) Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To provide a detailed outline of a course of study and requirements for nursing courses within the School program

POLICY:

Course syllabi are developed by faculty according to standardized and approved format.

Course syllabi incorporate the following:

- Course description
- Course objectives
- Student learning outcomes (SLO)
- Teaching methods
- Method of evaluation
- Grading scale
- Required/recommended readings
- Professional standards/Clinical expectations
- Clinical performance evaluation
- Grading Rubrics
- Unit titles:
 - Theory/Skills Objectives
 - Content outline
 - Student activities

A copy of all syllabi will be placed in the Library every semester.

SON electronic Course Syllabi will be stored indefinitely on CONAH Share Syllabi folder.

PROCEDURE:

Syllabi will be available to registered students:

- Two weeks before the start of the semester

Changes between Fall and Spring semesters should be limited to changes in dates and textbook updates.

Subject:

COURSE SYLLABI

Semester Coordinator designates course faculty to revise syllabi according to standardized and approved format, finalize the syllabi, email to OES, and upload to the electronic management system.

Designated course faculty:

- Review, revise, and proofreads syllabi within specified time frames
- Submits finalized electronic syllabi to the Semester Coordinator on the designated date.

Designated OES staff:

- Maintains electronic and/or hard copy of syllabi for a minimum of five years
- Provides Educational Resource Center with a copy of each syllabus.

PROCEDURE DOCUMENTATION:

None

REFERENCES:

Syllabi Template

REVISION DATES:

July 1996

August 26, 2002

February 5, 2007

June 7, 2011

June 3, 2014

June 28, 2018

January 27, 2022