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

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| Subject:<br>**COURSE SYLLABI** | Original<br>Issue Date: July, 1996 | Policy #:<br>**750** |
|---|---|---|
| | Supersedes:<br>June 3, 2014 | Effective Date:<br>June 28, 2018 |

| Individuals / Committees Consulted:<br>Semester Coordinators<br>Curriculum Committee | Reviewed & Approved by:<br>Faculty Organization<br>SON Planning<br>College Governance | Approved by:<br><br>Dean, School of Nursing<br>(Signature on File)<br><br><br>Provost, College of Nursing &<br>Allied Health (signature on file) |
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**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 and Office of Educational Services (OES) every semester.

**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 dates and textbook changes.

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

Subject:
**COURSE SYLLABI**

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