

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

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Subject: COURSE SYLLABUS	Original Issue Date: July, 1996	Policy #: 750
	Supersedes: February 5, 2007	Effective Date: June 7, 2011
Committees Consulted: Semester Coordinators Professional Practice	Reviewed & Approved by: Faculty Organization College Administration	Approved by: Dean, School of Nursing (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 syllabus is developed by faculty according to standardized and approved format.

Course syllabus incorporates course outline and lesson plans.

A copy of the syllabus will be placed in the Library and Office of Educational Services (OES) every semester.

PROCEDURE:

School Administration designates the following regarding course syllabus:

- Due date to submit revisions to the OES for typing
- Distribution date for students.

Semester or Level Coordinator designates course faculty to revise syllabus according to standardized and approved format.

Designated course faculty:

- Proof reads syllabus within specified time frames
- Submits finalized syllabus to the OES for word processing.

Designated OES staff:

- Copies and distributes syllabus to Semester Coordinators and students
- Maintains electronic and/or hard copy of syllabus for a minimum of five years
- Provides Educational Resource Center with copy of syllabus.

Semester Coordinators distribute syllabus to faculty.

PROCEDURE DOCUMENTATION:

REFERENCES:

Syllabus Template

Subject:
COURSE SYLLABUS

REVISION DATES:

July 1996
August 26, 2002
February 5, 2007
June 7, 2011