UConn School of Nursing
Policy on Course Syllabi

It is the responsibility of the Instructor of Record (IOR) in each nursing course taught each semester to develop a course syllabus. This syllabus should be available to students at the beginning of the semester and posted on HuskyCT. **The template for course syllabi is available here**. Additionally; each semester all syllabi must be *electronically* submitted to Lisa.Soder@uconn.edu for archival purposes. Elements of the Syllabus **must** include the following:

1. Course and Section Number and Course Title*
2. Semester and Year (in which the course is offered)
3. Credits (include contact hours in clinical courses)*
4. Co-requisites and Prerequisites (of this course)*
5. Course Description*
6. Course Objectives*
7. Name of the Instructor (with contact information and available office hours)
8. Topical Outline with Readings/Assignments
9. Required textbooks, readings, and/or resources used in the course
10. Evaluation Methods Used in the Course
11. Requirements for Standardized Exams

Course Policies for all courses:

1. University Students Creed and Student Code:
   Responsibilities of Community Life: The Student Code: "As members of the university community students have an obligation to uphold the Student Code- Please refer to the Student Code
2. Policy and Procedures for missed exams/coursework:
3. Students will complete the Plagiarism module and post test in HuskyCT in Nurs 1110, Nurs 1130, Nurs 3100, Nurs 3215, Nurs 3715, Nurs 5011, Nurs 5030, Nurs 5855, Nurs 5910, Nurs 6165, and Nurs 6100.
4. SON Course Grading Rounding Policy:
5. UCONN Religious Observant Conflict Policy:
6. Cell Phone Usage Policy:
7. SON Social Media Policy:
8. Procedure for taking an exam:
9. Laptops: "All students are required to have their own laptop computer with wireless capability prior to the start of second semester sophomore year for baccalaureate students and prior to the start of the CEIN program"

All **Clinical Practicum courses** will include the following items in a course syllabus:
1. Requirements for Clinical Practicum Courses
2. Dress Code Policy
3. Policy Regarding Math Competency Exam
4. Clinical Agency Dismissal Statement: "Removal from clinical by agency personnel is grounds for failure in the course."
5. The School of Nursing reserves the right to make final decision regarding clinical assignments and to modify such clinical assignments to facilitate the student's completion of the course objectives.

*items that cannot be changed without approval of the **full** faculty of the School of Nursing and appropriate university committees.

12/2013