[Course Number and Name]

[Campus]

[Quarter, Year]

Course Description

<*Refer to the* [*SON catalog*](http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/academic-affairs/catalog-handbook.cfm) *for the official course description, credits, and prerequisites.*>

Credit Hours

* Didactic:
* Clinical:

Prerequisites or Concurrent Enrollment Requirements

<*Course numbers and course names*>

Faculty Information

|  |  |
| --- | --- |
| **Name:** Email: Office: Cell: Building & Office Number: Office Hours: Pronoun (optional): | **Name:** Email: Office: Cell: Building & Office Number: Office Hours: Pronoun (optional): |
| **Name:** Email: Office: Cell: Building & Office Number: Office Hours: Pronoun (optional): | **Name:** Email: Office: Cell: Building & Office Number: Office Hours: Pronoun (optional): |

General Course Meeting Day and Time

<*Example: Monday 9-11*>

Course Delivery Mode

<*See the* [*SON syllabus guidelines*](http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/upload/SON-Syllabus-Guidelines-8-4-14.docx) *for definitions and examples of delivery mode including language about Adobe Connect.*>

Course Objectives, Competencies, or Outcomes

<*Note: Dual numbered courses must have specified and differentiated requirements.*>

• Didactic:

• Clinical:

 (Required Texts and Readings)

<*The ISBN, retail price, and suggestions for alternative methods of acquiring the texts/readings are now required to be provided to students per the USDE reauthorization of the Higher Education Act.*>

Supplemental Suggested Readings or Reference Material

<*The ISBN, retail price, and suggestions for alternative methods of acquiring the texts/readings are now required to be provided to students per the USDE reauthorization of the Higher Education Act.*>

Course Attendance Requirements

<*Attendance requirements go here*>

Course Specific Grading Standards

<*All syllabi should include information for students that describes the alignment between course outcomes, activities/assignments and assessment (evaluation). See the* [*SON syllabus guidelines*](http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/upload/SON-Syllabus-Guidelines-8-4-14.docx) *for examples of a chart that demonstrates alignment.*>

Final Grade Rounding

<All syllabi should include one of the following statements. This is a decision that the campus and/or program faculty make and individual faculty must comply with the decision of grade rounding or not that the program has selected.> Choose either:

Final Grades will not be rounded. OR

Final Grades will be rounded according to the following formula – a numeric grade that is X.5 or greater will be rounded up to the next full numeric grade. Any numeric grade less than X.5 will not be rounded up. Then the grading guidelines below will be applied.

Grading Criteria, Academic Standards, and Release of Final Grades

School of Nursing final course grades will be posted with the OHSU registrar the Monday following the last day of the term. The School of Nursing grading system for official grade reports includes:

|  |  |  |
| --- | --- | --- |
| Letter Grades | Numerals used by Registrar for GPA | Percentage |
| A | 4.0 | 93 - 100 |
| A- | 3.7 | 90 - 92 |
| B+ | 3.3 | 87- 89 |
| B | 3.0 | 83 - 86 |
| B- | 2.7 | 80 - 82 |
| C+ | 2.3 | 77 - 79 |
| C | 2.0 | 73 - 76 |
| C- | 1.7 | 70 - 72 |
| F | 0.0 | 0 - 69 |

In the School of Nursing, in the graduate programs a grade of less than a C (2.0) is not a passing grade and in the undergraduate programs a grade of less than C- (1.7) is not a passing grade. Additionally, please see OHSU policy, 02-70-035, Degree/Certificate Standards for additional information on cumulative OHSU GPA requirements for graduation.

Refer to the SON *admission, progression, probation, and dismissal standards* for withdraw, incomplete, and in progress grading standards. See [School of Nursing Policies](http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm?WT_rank=1) website for a complete list of policies.

**Please note:** OHSU policy requires Sakai sites to close three weeks after grades have been submitted to the registrar in compliance with us copyright law and adherence to the fair use doctrine of copyrighted materials in educational settings. You have the right to retain a copy of any downloadable material posted to an online class. You are encouraged to download any needed material before sites are permanently closed.

Examinations

All graded examinations must be either proctored or fully open resource, OHSU Policy and Procedure 02-70-005, Exam Proctoring.

Definitions:

**Proctored Exam**. An exam that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process, OHSU policy 02-70-050. In the SON, students should assume that resources are not to be used during proctored exams, unless specifically stated by the faculty member before the exam is given.

**Non-Proctored Assessments**. Not all assessments of student work require proctors. Graded assignments, take home exams, open book exams, or term papers may be completed by students without a proctor, OHSU policy, 02-70-050. Non-Proctored exams in the SON are open resource. Open resource includes, all class materials, textbooks, online materials and collaboration with other students, e.g., verbal, email, text; however students are responsible for their own academic work. In the SON, students will be advised when an exam is non-proctored.

*Guidance (****included in template for faculty only****)*

*<Determining whether or not an exam will be proctored is an important decision that faculty make in cooperation with program directors and other program faculty. The following guidance is provided as a starting point for making the determination. If faculty determine that an exam is appropriate, proctoring may be considered if one or more of the following factors are present:*

1. *High stakes – The exam makes up a substantive portion of the course grade or is used to make an important decision about student progression.*
2. *Summative – The exam is designed to evaluate the student learning at the end of a major instructional unit.*
3. *Core knowledge – The exam tests student knowledge of material viewed to be essential to achieving the learning outcomes of the course or program.>*

School of Nursing Student Catalog/Handbook

All students are responsible for following the policies and expectations outlined in the OHSU School of Nursing catalog/student handbook, including but not limited to the SON code of conduct and the minimum technology requirements.

Students are responsible for their own academic work. Students are expected to have read and practice principles of academic honesty, as presented in the School of Nursing catalog/student handbook.

The School of Nursing reserves the privilege of retaining only those students who, in the judgment of the faculty, satisfy the requirements of scholarship and clinical performance necessary for the safe practice of nursing. The [SON Catalog & Student Handbook](http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/academic-affairs/catalog-handbook.cfm) has information about academic standards and probation and dismissal policies.

Turnitin

Some courses in the School of Nursing use an academic authenticity tool called Turnitin. Turnitin is an originality checker used by some courses and programs in the School of Nursing at OHSU. Turnitin is one of many forms of feedback that can enable writers to develop skills in source integration and citation, as well as help writers avoid plagiarism. Complete instructions will be provided in the course site.

Course Content Outline

<*See The* [*SON syllabus guidelines*](http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/upload/SON-Syllabus-Guidelines-8-4-14.docx) *for an example.*>. Please note, course content outline should align with approved academic calendar weeks, typically 11 or 12 weeks/term.

|  |  |
| --- | --- |
| **Week** | **Topic(s)** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |

**Institutional Policies (*may be updated by the Provost and CAP*)**

Course Specific Inclement Weather Procedures

[Inclement Weather Procedures](http://www.ohsu.edu/xd/education/schools/school-of-nursing/inclement_weather.cfm) can be found for each OHSU School of Nursing campus.

Copyright Information

Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.

Syllabus Changes and Retention

This syllabus is not to be considered a contract between the student and the School of Nursing. It is recognized that changes may be made as the need arises. Students are responsible for keeping a copy of the course syllabus for their records.

Accommodations

OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008. If you have a disability or think you may have a disability (physical, sensory, chronic health, psychological or learning, or other) please contact the Office for Student Access at (503) 494-0082 or studentaccess@ohsu.edu to discuss eligibility for academic accommodations. Information is also available at [www.ohsu.edu/student-access.](http://www.ohsu.edu/student-access) Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible. All information regarding a student’s disability is kept in accordance with relevant state and federal laws.

Commitment to Diversity

Oregon Health & Science University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin or ancestry, veteran or military status, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity, disability  or any other protected status please contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or aaeo@ohsu.edu. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the **OHSU Title IX Coordinator** at 503-494-0258 or titleix@ohsu.edu

If you have a name that differs from the name that appears on the class roster, please inform the faculty before your second class meeting so that everyone can use your correct name and pronouns.

Technical Support

The OHSU ITG Help Desk is available to assist students with email account or network account access issues between 6 a.m. and 6 p.m., Monday through Friday at 503-494-2222. For technical support in using the Sakai Course Management System, please contact the Sakai Help Desk at 877-972-5249 or email us at sakai@ohsu.edu.