MONTANA STATE UNIVERSITY-BOZEMAN
COLLEGE OF NURSING

POLICY # B-17

TITLE: PRODUCTION AND DISTRIBUTION OF COURSE MATERIALS

POLICY: The College of Nursing provides students with basic course information and evaluation materials. Other supplementary components of teacher-generated learning materials are to be considered in the same way as textbooks, as the responsibility of students.

RATIONALE: Each student enrolled in the course will be provided certain basic information (the syllabus). This basic information advises students of the scope of a course, teacher and student expectations in the course, the system for evaluation and a general bibliography. Other teaching aids such as modules, workbooks, etc., are teaching methods like textbooks, and as such must be purchased by the student. The resources of the College are finite, and need to be allocated based on principles of fairness, consistency, basic obligations and non-infringement on faculty academic freedom in teaching methods.

PROCEDURE:

A. A basic course information packet will be provided at no cost to each student in a course.

1. This packet will include:
   a. course description
   b. course objectives
   c. descriptions of course expectations including course assignments
   d. grading criteria and process
   e. evaluation tool
   f. short bibliography

2. This packet will not exceed a total of 36 pages. When the packet length is less than thirty-six pages, any incidental handouts distributed during the semester may be provided free of charge up to the limit of 36 pages.

3. Test materials will be provided to students in addition to the page limits in 2 above.

B. To minimize the costs from Word Processing and the duplication of materials, when developing course materials in A-1, a-f, and 2, faculty members are advised:

1. to try to limit revisions of syllabi and supplementary materials.

2. to exclude materials which are readily available in texts or other sources.
3. to keep syllabi course specific and avoid reiterating College of Nursing and Montana State University policies.

C. Copyright laws will be followed in all aspects of the implementation of this policy.

D. If additional course materials are desired, they may be developed and distributed by individual faculty members so long as there is no cost to the College, including typing, materials and copying.

Approved by:

Library & Learning Resources Committee: 2/9/87; Affirmed UAAC 10/95
College Council: 3/18/87
Dean, College of Nursing: 4/10/87

Revised by:

Dean, for Clarification: 5/1/89; 6/12/91; 1/22/96 (LA)