

**MONTANA STATE UNIVERSITY  
COLLEGE OF NURSING**

**POLICY # A-14**

**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, that is, 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 instructional materials 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. The basic packet and course handouts distributed during the semester should not exceed 36 pages. Following the first year of teaching a course, if 36 pages are not sufficient then a faculty member is required to create a "Fac Pac" to be purchased by students.
  3. Test materials will be provided to students in addition to the page limits in 2 above.
- B. To minimize costs, 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.

**Reviewed/Approved by:**

**Level I: Executive Council (August, 2008)**

**Level II: Dean (August, 2008)**