# MONTANA STATE UNIVERSITY COLLEGE OF NURSING POLICY #C-5

**TITLE:** INDIVIDUAL FACULTY SYLLABI (IFSs) FOR UNDERGRADUATE COURSES

**POLICY:** The College of Nursing has two guiding documents for each undergraduate course:

1. The Master Resource Outline (MRO) developed by the total faculty through multilevel/multispecialty groups. Master Resource Outlines are addressed in Policy C-4, and
2. The Individual Faculty Syllabi (IFS) developed by faculty in adherence with the Provost’s template, the MSU catalog and elements required by the College of Nursing (C-5 Procedure; C-13). The Individual Faculty Syllabus is also written to include MRO course description, course objectives, course learning outcomes, integrated testing language, and suggested learning activities.

An IFS is evaluated by the individual faculty and then reviewed by the Undergraduate Academic Affairs Committee (UAAC) on three occasions:

* + a newly developed course being taught for the first time;
	+ an established course being taught by a faculty member for their first time, and
	+ an established course being taught by a faculty member for their fourth time.

**RATIONALE:** Faculty approved Master Resource Outlines are used to develop course syllabi. The Center for Faculty Excellence outlines essential elements of the IFS at <http://www.montana.edu/facultyexcellence/teaching/resources/SyllabusLanguage.html>

Adherence to the CFE and CON guidelines provides a consistent approach for maintaining the quality, relevancy, and integrity of the baccalaureate curriculum. Faculty are encouraged to work with their local campus director when creating a course syllabus for the first time. All faculty must teach the undergraduate courses in congruence with the Master Resource Outlines. The Individual Faculty Syllabus (IFS) is a major tool through which this can be validated.

# Approved by:

**Level I: UAAC - February, 2020**

**Level II: Associate Dean for Academic Affairs - May 2020**