Faculty Member: Please compare your Individual Faculty Syllabus to the evaluation grid in the completion of a self-evaluation. When updated, please save your syllabus and completed self-evaluation to the appropriate folder in Box “COLLEGE OF NURSING COURSES.”

UAAC Reviewer: Each semester UAAC members will work with CON staff to assess the “Course by Faculty by Location” and with Campus Directors to determine which courses and faculty are due for review. Upon completion of your assigned review, save evaluation grid with the last name of the Course Coordinator followed by the NRSGXXX in the UAAC Box file. Do not include the date of the review or the UAAC reviewer name in the file name.

|  |  |  |
| --- | --- | --- |
|  | **Met/Not Met** | **Comments** |
| Follows MSU Course Syllabus Template: <https://www.montana.edu/provost/documents/assessment/Sample%20Syllabus%20EMEC%20320.pdf> |  |  |
| Course Title and Number (NRSG) |  |  |
| Course Coordinator |  |  |
| Office Hours or statement of availability to students |  |  |
|  Course Credit |  |  |
|  Semester identified |  |  |
|  Pre- or Co-requisite courses  |  |  |
|  Course Description identical to course catalog:<http://catalog.montana.edu/> |  |  |
| Course Learning Outcomes match MRO and appear before course objectives in syllabus. |  |  |
| Kaplan is represented as 5% in course points in courses with integrated testing (NRSG 336, NRSG 346, NRSG 454, NRSG 487) |  |  |
| Kaplan Integrative Test described in the syllabus |  |  |
|  Course objectives match MRO exactly including the Foundational and Terminal Objectives<http://www.montana.edu/nursing/facstaff/mro.html> |  |  |
| Most recent boilerplate syllabus language from MSU included: <http://www.montana.edu/facultyexcellence/teaching/resources/SyllabusLanguage.html> |  |  |
| Specific Course Objective listed after each Course Topic and Learning Activity/Assignment. |  |  |
| Credit Hours: A course schedule with each week outlined, including readings, gives the reviewer a sense of how much work students are doing in and outside of class.  |  |  |
| Attendance: If faculty are grading on attendance, they must define excused and unexcused absences. Provost’s Office recommends we approach attendance differently with the use of daily quizzes or less subjective practices. We are advised against asking for medical notes to verify illness. |  |  |
| Evidence of counterpart collaboration: Course Coordinator report of how they are ensuring consistency with other campuses including clinical hours and precepted hours. Reviewers must ensure that online and face-to-face offerings have equal rigor and commitment. |  |  |
| Approximately what percentage of MRO “Recommended Content” is reflected in calendar of learning activities, lectures, etc. on the IFS? 0% 25% 50% 75% 90+%Calendar of events must be included in syllabus both to demonstrate rigor and show that content is being offered during finals week. For Cats Courses that would include learning activities in R&D. |  |  |
| UAAC Reviewer:  |  |  |
| Date Reviewed: |  |  |
| Date Feedback given to Course Coordinator: |  |  |