

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSINGADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

TITLE OF POLICY: COURSE MATERIALS

ORIGINAL DATE: January 2009

LAST REVIEW/REVISION DATE: September 2017

POLICY: During and after employment, the University retains a non-exclusive, irrevocable, perpetual, royalty-free license for course material created by the faculty in the course of employment. This license includes the right to create derivative works, but not the right to publish such scholarly works for dissemination outside the University (see University of Pittsburgh Policy 11-02-02).

The University owns the copyright to works created: (i) by staff members (other than faculty or postdoctoral scholars) or student employees within the scope of their employment; and (ii) by faculty members or postdoctoral associates as an assigned task. An assigned task is any task within the scope of employment that is not a Scholarly Work. An assigned task might include the development of course materials that are posted on the internet or made available in some other format, when this has been specifically contracted for as an Institutional Work.

Accordingly, any course materials that are developed and/or used during employment at the University of Pittsburgh School of Nursing belong to the University of Pittsburgh. The course materials must be available to the Department Chairperson each term. If a faculty member is unable to teach the course, all course materials must be available to the newly assigned faculty member and the Department Chairperson.

PROCEDURE: Course materials that are developed and/or used during employment at the University of Pittsburgh School of Nursing must be provided to the Department Chair or designate prior to the date employment ends.

To enable course instruction to efficiently proceed in the event of a planned or unexpected absence, all faculty (full and part-time) are required to place materials on University Learning Management System (e.g., BlackBoard) for each course they teach regardless of the level (undergraduate, master's or doctoral). The University Learning Management System content should include at a minimum:

- Course Syllabus
- Additional Course Documents if not included in the syllabus should be available to the department chair directly or through the University Learning Management system:
 - Detailed class schedule
 - Classroom activities
 - Description of assignments
 - Required readings
 - Description of evaluation methods
 - Course material including lesson plans, lecture outlines, Power Point presentations, handouts, quizzes and exams

An electronic copy of the current (TFO-approved) complete Course Syllabus (see attached template) must be submitted to the department administrator at the beginning of each term. The department administrator will forward a copy of the Course Syllabus to the Evaluation Director who will upload it into Project Concert. The submitted Course Syllabus must include the course name, credit allotment, pre- and/or co-requisites, course description, course objectives, topical outline, teaching methods, required and recommended readings, methods of evaluation, and relevant essentials and/or competencies covered.

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- COURSE:** Enter course number and title here, including both onsite and distance education numbers, if applicable. Be sure the title and number are accurate. Note: PeopleSoft has a 30 character limit for course title. Longer titles will be abbreviated and will show up as such on the student's transcript.
- CREDITS:** Enter number of credits/units, and course type here. (Course types: didactic, clinical, independent study, etc.)
- INSTRUCTOR:** Enter primary teacher here, with credentials and contact information.
- COREQUISITE:** Enter course number and title of any co-requisite; be sure the number and title are correct.
- PREREQUISITE:** Enter course number and title of any pre-requisite; be sure the number and title are correct.
- COURSE DESCRIPTION:** Enter course description here. A short paragraph concerning the class which may include information which will be covered, teaching style, populations to be studied, and other pertinent information should be entered here. Description should be written in present tense, i.e., "This course is..." or "Students are..."
- OBJECTIVES:** Enter Objectives here. They should be individually numbered and developed utilizing Bloom's Taxonomy and based on guidelines and criteria from credentialing organizations. There should be only one verb per objective. In the undergraduate program, objectives should be consistent with level objectives.
- Upon completion of NUR XXXX, the student will be able to:
1. xxxx
 2. xxxx

APPROVAL DATE TOTAL FACULTY: *Date entered by curriculum committee*

SCHEDULED FOR TRIENNIAL REVIEW: *Academic year for next required review—
entered by curriculum committee*

APPROVAL DATE SBON: *Date or Not Applicable entered by curriculum
committee*

TOPICAL OUTLINE: Enter a list of the topics covered in the course

TEACHING METHODS: Enter the methods utilized to deliver course content

REQUIRED READINGS: Enter required textbooks, journal articles, etc.

RECOMMENDED Enter recommended, but not required, textbooks, journal articles, etc.

READINGS:

EVALUATION: Enter the methods that are used to assess student achievement of the course objectives and how they contribute the student's grade in the course.

If using letter grade option, School of Nursing letter grade cut points are:

The grading scale is as follows:

A+	97 – 100
A	94 – 96
A-	90 – 93
B+	87 – 89
B	84 – 86
B-	80 – 83
C+	77 – 79
C	74 – 76
C-	70 – 73
D+	67 – 69
D	64 – 66
D-	60 – 63
F	less than 60

STUDENTS WITH DISABILITIES: If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services, 140 William Pitt Union, (412) 648-7890, drsrecep@pitt.edu, (412) 228-5347 for P3 ASL users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course. A comprehensive description of the services of that office can be obtained at <http://www.drs.pitt.edu/>.

PLAGIARISM: Plagiarism is "presenting as one's own, for academic evaluation, the ideas, representations or works of another person or persons without customary and proper acknowledgement of sources" (Faculty development/TA Handbook, p. 15). Plagiarism is a violation of both the University of Pittsburgh's standards on academic honesty (02-03-03) <http://www.bc.pitt.edu/policies/policy/02/02-03-02.html> and those of the School of Nursing (Policy No. 307, Academic and Professional Integrity: Student Obligations) <http://www.nursing.pitt.edu/docs/policies/general/307.pdf>. Violations of these policies are taken seriously. The faculty may employ plagiarism checking technology (for example, Turnitin) to assess the originality and proper citation of students' written assignments. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity.

DIVERSITY AND INCLUSIVITY STATEMENT: An important aim of this course is to promote an inclusive learning community that encourages the dynamic, open exchange of ideas and affirms the diversity and dignity of participants and perspectives within a safe and mutually respectful environment.

CONSENT TO RECORD: To ensure the free and open discussions of ideas, students may NOT record classroom lectures, discussions, and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private study.

COPYRIGHT POLICY: The University of Pittsburgh affirms that, except as specifically exempted by this policy, faculty, staff, and students are entitled to claim copyright ownership, including world-wide rights, in the following works authored by them: books, articles, educational course work, similar works that are intended to

disseminate the results of academic research or scholarly study, popular fiction or nonfiction works, poems, musical compositions, and other works of artistic imagination.

The University has no proprietary interest in copyrightable materials produced by faculty, staff, or students under contract with entities external to the University (in which the faculty, staff, or students have no controlling or majority interest), except as specifically exempted by this policy. Additional information on this policy is available at www.bc.pitt.edu/policies/policy/11/11-02-02.pdf.

CLASSROOM CONDUCT: In order to facilitate learning and minimize distractions to fellow students and faculty, students are expected to:

On Site:

- 1) turn cell phones and pagers to non-audible during class and lab; in the clinical setting, the use of cell phones must be consistent with the clinical facility's policies
- 2) report to class on time
- 3) refrain from individual conversation during class
- 4) be alert and attentive in class

Online:

- 1) communicate online in a professional manner
- 2) be the sole representative of their individual work

ACADEMIC INTEGRITY: All students are expected to adhere to the standards of academic honesty. Any student engaged in cheating, plagiarism other acts of academic dishonesty would be subject to disciplinary action. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity <http://www.pitt.edu/~provost/ai1.html>. This may include, but is not limited to the confiscation of the examination of any individual suspected of violation the University Policy. Furthermore, no student may bring any unauthorized material to an examination including dictionaries and programmable calculators.