

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING
ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: COURSE MATERIALS

ORIGINAL DATE: January 2009

LAST REVIEW/REVISION DATE: February 2024

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., Canvas) 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.

Reviewed: 08/2017, 02/2024

Approved by Dean's Council: 08/2017

UNIVERSITY OF PITTSBURGH SCHOOL OF NURSING

COURSE: List course number and course title here

CREDIT ALLOTMENT: List credits and indicate if the course is didactic, clinical, lab, or simulation and number of hours per term

INSTRUCTOR:

OFFICE HOURS:

1. Office Hours:
2. Statement reflecting in what time frame can a student expect a response from faculty after emailed. (best practice seems to be 48 hours/2 business days)

COREQUISITE:

PREREQUISITE:

COURSE DESCRIPTION:

COURSE LEARNING OUTCOMES: Upon completion of the course, the student will be able to:

1. Course Learning Outcome here (Program Student Learning Outcome(s) here that fit the Course Learning Outcome)
- 2.

Remove Program Student Learning Outcomes that do not apply

2021 [BSN Program Student Learning Outcomes](#)

2021 [MSN Program Student Learning Outcomes](#)

2021 [DNP Program Student Learning Outcomes](#)

2021 [PhD Program Student Learning Outcomes](#)

APPROVAL DATE TOTAL FACULTY: *To be completed by Schoolwide Curriculum Committee*

START TERM IF NEW COURSE: *To be completed by Schoolwide Curriculum Committee*

SCHEDULED FOR TRIENNIAL REVIEW: *To be completed by Schoolwide Curriculum Committee*

APPROVAL DATE SBON: *To be completed by Office of the Dean*

TOPICAL OUTLINE: Indicate content covered each week in the term. Please specify if topic spans more than one week. (Adjust for 12 Week Course when applicable)

Week 1:
Week 2:
Week 3:
Week 4:
Week 5:
Week 6:
Week 7:
Week 8:
Week 9:
Week 10:
Week 11:
Week 12:
Week 13:
Week 14:
Week 15 (Finals Week):

**AACN DOMAINS,
COMPETENCIES,
AND SUB-
COMPETENCIES /
SPECIALTY AREA
COMPETENCIES
OR STANDARDS
ADDRESSED:
TEACHING
METHODS:**

[AACN Essentials \(2021\)](#)

- Domain here
- x.x Competency here
- x.xy Sub-competency here

Specialty competencies for graduate course; include year in parenthesis

Technology Requirements: The basic requirements are a computer with a web browser and a Pitt e-mail account, which gives you access to the online courses platform (Canvas) and to the University Web Portal (my.pitt.edu). Google applications, Panopto, and Zoom may be used. Web browsers compatible with Canvas, Google, Panopto and Zoom include Chrome 100 and 101, Edge 100 and 101 and Firefox 98 and 99. Web browsers compatible with Pitt e-mail include Chrome 100 and 101, Edge 100 and 101, Firefox 98 and 99, and Safari 14 and 15.

Methods of Course Delivery (Please check all that apply)

This course is delivered by:

- ☐ Onsite didactic course with in person/online methods: discussions/discussion boards, lectures, readings and/or case studies
- ☐ Onsite clinical/practicum
- ☐ Onsite laboratory
- ☐ Onsite simulation
- ☐ Onsite standardized patients
- ☐ Online didactic course with online discussion boards, recorded lectures, readings and/or case studies
- ☐ Online clinical/practicum
- ☐ Online laboratory
- ☐ Online simulation
- ☐ Online standardized patients by Zoom
- ☐ Hybrid with both onsite and online methods
- ☐ Other: _____

**REQUIRED
TEXTBOOKS:**

Use APA Style for Citation.

**RECOMMENDED
TEXTBOOKS:**

Use APA Style for Citation.

**EVALUATION
METHODS:**

Evaluation Methods and Course Learning Outcomes Evaluated

Evaluation Methods and Their Contribution to Course Grade

Description of Evaluation Methods**Grading Method**

Please refer to Policy 60 Grading System for Undergraduate Courses.

[Policy No. 60 \(pitt.edu\)](#)

Please refer to Policy 209 Grading Policy for Graduate Courses.

[Policy No. 209 \(pitt.edu\)](#)

SIMULATION-SKILLS LAB GUIDELINES

Those utilizing the [Simulation and Skill Lab](#) should review and abide by these guidelines in continuing to support a safe environment for all.

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](#) (DRS), 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.

UPG

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Director of the Learning Resources Center, Dr. Lou Ann Sears (disability services provider), Room 240, Millstein Library Building (724-836-7098 voice) los3@pitt.edu as early as possible in the term. Learning Resources Center will verify your disability and determine reasonable accommodations for this course. **E-mail is the better way to reach her. Zoom appointments are available upon request.**

UPJ

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Office of Health & Wellness Services, G10 Student Union, (814) 269-7119 (voice) / (814) 269-7186 as early as possible in the term. The Office of Health & Wellness Services will verify your disability and determine reasonable accommodations for this course.

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 acknowledgment of sources" (Faculty development/TA Handbook, p. 15). Plagiarism is a violation of both the University of Pittsburgh's standards on academic honesty (AC 39) [AC 39 Guidelines on Academic Integrity - Student and Faculty Obligations and Hearing Procedures \(formerly 02-03-02\) | Office of Policy Development and Management | University of Pittsburgh](#) and those of the School of Nursing (Policy No. 307, Academic Integrity: Student Obligations) [Policy No. 307 \(pitt.edu\)](#).

Students are not allowed to use generative artificial intelligence tools on their assignments unless authorized by the instructor. If used, the generative artificial intelligence tools should be cited. Students are expected to complete their assignments without substantive assistance from others unless authorized by the instructor.

Violations of these policies are taken seriously. 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.

EQUITY, DIVERSITY, AND INCLUSION

The University of Pittsburgh does not tolerate any form of discrimination, harassment, or retaliation based on disability, race, color, religion, national origin, ancestry, genetic information, marital status, familial status, sex, age, sexual orientation, veteran status or gender identity or other factors as stated in the University's Title IX policy. The University is committed to taking prompt action to end a hostile environment that interferes with the University's mission. For more information about policies, procedures, and practices, visit the [Civil Rights & Title IX Compliance web page](#).

I ask that everyone in the class strive to help ensure that other members of this class can learn in a supportive and respectful environment. If there are instances of the aforementioned issues, please contact the Title IX Coordinator, by calling 412-648-7860, or e-mailing titleixcoordinator@pitt.edu. Reports can also be [filed online](#). You may also choose to report this to a faculty/staff member; they are required to communicate this to the University's Office of Diversity and Inclusion. If you wish to maintain complete confidentiality, you may also contact the University Counseling Center (412-648-7930).

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

Scholarly Work: Copyrightable works of authorship created by a University Member prepared in the course of research, scholarship, teaching, and/or other academic and educational responsibilities at the University outside of the terms of a contract, grant, or cooperative agreement. Scholarly Work shall include, but not be limited to: scientific or scholarly writings and/or papers; books, theses, and dissertations; poems and other literary works; musical works (including compositions, lyrics, performances, mixing, and recordings); architectural works; databases, datasets, collections or compilations of data; Software; and artistic works and sculptures. See Policy RI 10 Intellectual Property at https://www.policy.pitt.edu/sites/default/files/Policies/Research-Innovation/Policy_RI_10.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

ONLINE ETIQUETTE

The following guidelines for Internet etiquette will enhance all course communication and your success in an online environment:

1. Show professionalism and courtesy.
2. Use correct spelling and grammar.

3. Use a positive tone.
4. Be brief and respectful of other's time.
5. Remember anything that you write in digital communication can be forwarded or copied.
6. Avoid sarcasm.

ACADEMIC INTEGRITY

Students in this course will be expected to comply with the [University of Pittsburgh's Policy on Academic Integrity](#). 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. This may include, but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.

To learn more about Academic Integrity, visit the [Academic Integrity Guide](#) for an overview of the topic. For hands-on practice, complete the [Academic Integrity Modules](#).

SEXUAL MISCONDUCT, REQUIRED REPORTING, AND TITLE IX

If you are experiencing sexual assault, sexual harassment, domestic violence, and stalking, please report it to me and I will connect you to University resources to support you.

University faculty and staff members are required to report all instances of sexual misconduct, including harassment and sexual violence to the Office of Civil Rights and Title IX. When a report is made, individuals can expect to be contacted by the Title IX Office with information about support resources and options related to safety, accommodations, process, and policy. I encourage you to use the services and resources that may be most helpful to you.

As your professor, I am required to report any incidents of sexual misconduct that are directly reported to me. You can also report directly to Office of Civil Rights and Title IX: 412-648-7860 (M-F; 8:30am-5:00pm) or via the Pitt Concern Connection at: [Make A Report](#)

An important exception to the reporting requirement exists for academic work. Disclosures about sexual misconduct that are shared as a relevant part of an academic project, classroom discussion, or course assignment, are not required to be disclosed to the University's Title IX office.

If you wish to make a confidential report, Pitt encourages you to reach out to these resources:

- The University Counseling Center: 412-648-7930 (8:30 A.M. TO 5 P.M. M-F) and 412-648-7856 (AFTER BUSINESS HOURS)
- Pittsburgh Action Against Rape (community resource): 1-866-363-7273 (24/7)

If you have an immediate safety concern, please contact the University of Pittsburgh Police, 412-624-2121

Any form of sexual harassment or violence will not be excused or tolerated at the University of Pittsburgh.

UPG

Sexual Misconduct Statement:

Sexual misconduct (including sexual harassment, domestic and dating violence, sexual assault, and stalking) is prohibited on all University of Pittsburgh campuses, including Pitt-Greensburg. If you have questions about Title IX or any University policies and procedures regarding sexual misconduct or you wish to report a sexual misconduct incident, please contact Angela Coldren, Pitt-Greensburg's Civil Rights & Title IX Liaison. You can contact her at amp8@pitt.edu or 724-836-9902. Please be aware that as a faculty member at the University of Pittsburgh at Greensburg, I am a "responsible employee" for the University and I am therefore, required to report any suspected incidents of discrimination on the basis of sex. Students can also make a report with the University's Pitt Concern Connection at <https://www.compliance.pitt.edu/make-report>. The following confidential resources are also available on campus: Gayle Pamerleau, Director of Counseling and her counseling staff, Chambers Hall 217, gaylep@pitt.edu, 724-836-9870, or Pam Freger, Director of Health Center

and her medical staff, Chambers Hall 216, pmr20@pitt.edu, 724-836-9947, or an off-campus resource, the Blackburn Center hotline (1-888-832-2272).

- Title IX Office: Angela Coldren, Title IX Liaison 108 Lynch Hall, Phone: 724-836-9902, E-mail: amp8@pitt.edu
- UPG Campus Police: 724-836-9865 or 911
- Counseling Center: Gayle Pamerleau, Director of Counseling and her staff, Chambers Hall 217, 724-836-9870
- Student Health Services: Pam Freger, Director of Health Center, Chambers Hall 216, pmr20@pitt.edu, 724-836-9947, Hours 8:30am-5:00pm Monday-Friday
- Blackburn Center 1-888-832-2272 (off campus resource)

UPJ

Title IX Office: 814-269-7991

UPJ Campus Police: 814-269-7005 (non-emergency) / 814-269-7222 (emergency)

Health & Counseling Services Office: G-4 Student Union

Hours: Monday-Friday

8:30 a.m. - 5 p.m.

Contact:

814-269-7119

Fax: 814-269-7179

OHCS@pitt.edu

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**CLINICAL
COMPETENCIES
ADDRESSED:**

Indicate competencies covered. (Use Clinical Evaluation Form with rating scale)

**AACN DOMAINS,
COMPETENCIES,
AND SUB-
COMPETENCIES /
SPECIALTY AREA
COMPETENCIES
OR STANDARDS
ADDRESSED:
TEACHING
METHODS:**

[AACN Essentials \(2021\)](#)

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- ☐ Online clinical/practicum
- ☐ Online laboratory
- ☐ Online simulation
- ☐ Online standardized patients by Zoom
- ☐ Hybrid with both onsite and online methods
- ☐ Other: _____

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METHODS:**

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Description of Evaluation Methods

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CLASSROOM CONDUCT

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- Title IX Office: Angela Coldren, Title IX Liaison 108 Lynch Hall, Phone: 724-836-9902, E-mail: amp8@pitt.edu
- UPG Campus Police: 724-836-9865 or 911
- Counseling Center: Gayle Pamerleau, Director of Counseling and her staff, Chambers Hall 217, 724-836-9870
- Student Health Services: Pam Freger, Director of Health Center, Chambers Hall 216, pmr20@pitt.edu, 724-836-9947, Hours 8:30am-5:00pm Monday-Friday
- Blackburn Center 1-888-832-2272 (off campus resource)

UPJ

Title IX Office: 814-269-7991

UPJ Campus Police: 814-269-7005 (non-emergency) / 814-269-7222 (emergency)

Health & Counseling Services Office: G-4 Student Union

Hours: Monday-Friday

8:30 a.m. - 5 p.m.

Contact:

814-269-7119

Fax: 814-269-7179

OHCS@pitt.edu