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Policy for Selecting Samples of Academic Documents, CNG-100.40

PURPOSE

To define the process of selecting random samples of academic assignments to provide examples of documents to meet program objectives.

SCOPE

Students and Faculty

REFERENCES

DEFINITIONS / ABBREVIATIONS

PROCEDURE / DIRECTIVE

- 1 - Samples to be chosen of academic assignments such as clinical journals, information literacy assignments, examinations etc. shall be selected randomly utilizing an alphabetical roster.
- 2 - After determining how many total samples of an academic project shall be collected, selection for the first course (Nur116) shall begin with the first name in alphabetical order and progressing sequentially based on the amount of samples required. For example, if 4 samples are required from a group of 14, the process for selection shall begin with the 1st name, 4th name, 7th name, 10th name and 13th name.
- 3 - Selection of samples shall progress through the alphabetic roster for the second course (Nurs141) beginning with the second student and progressing through the roster to gather the appropriate sample size.
- 4 - The selection process shall progress through each course to correlate with the sequential course in the program to correlate with the alphabetical number on the student roster. (See Table below)
- 5 - Samples of selected examples of academic assignments shall be stored in the appropriate folders on the college system shared drive.

Course	Start of Sample Selection
NUR 116	1 st student
NUR 141	2 nd student

NUR 118	3 rd student
NUR 142	4 th student
NUR 122	5 th student
NUR 232	6 th student
NUR 233	7 th student
NUR 240	8 th student
NUR 244	9 th student

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/19/2019

Applicability

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